

Missouri Southern College

JOPLIN, MISSOURI

1968 - 1969

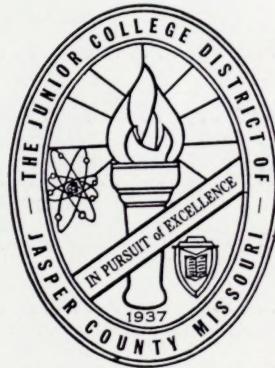
Announcement of Courses

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Markman

MISSOURI SOUTHERN COLLEGE

JOPLIN, MISSOURI



A TWO-YEAR JUNIOR COLLEGE

AND

A TWO-YEAR SENIOR COLLEGE

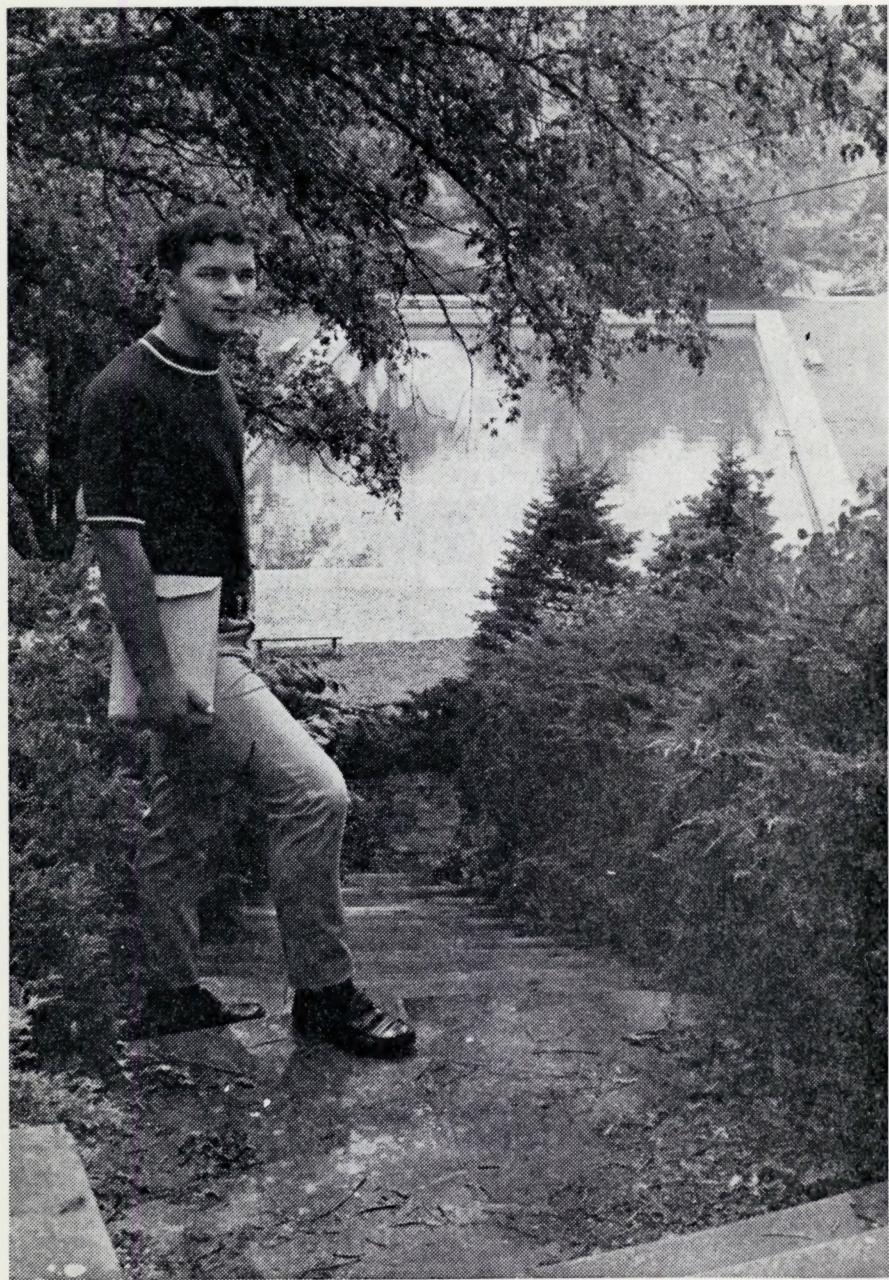
Announcement of Courses

1968 - 1969

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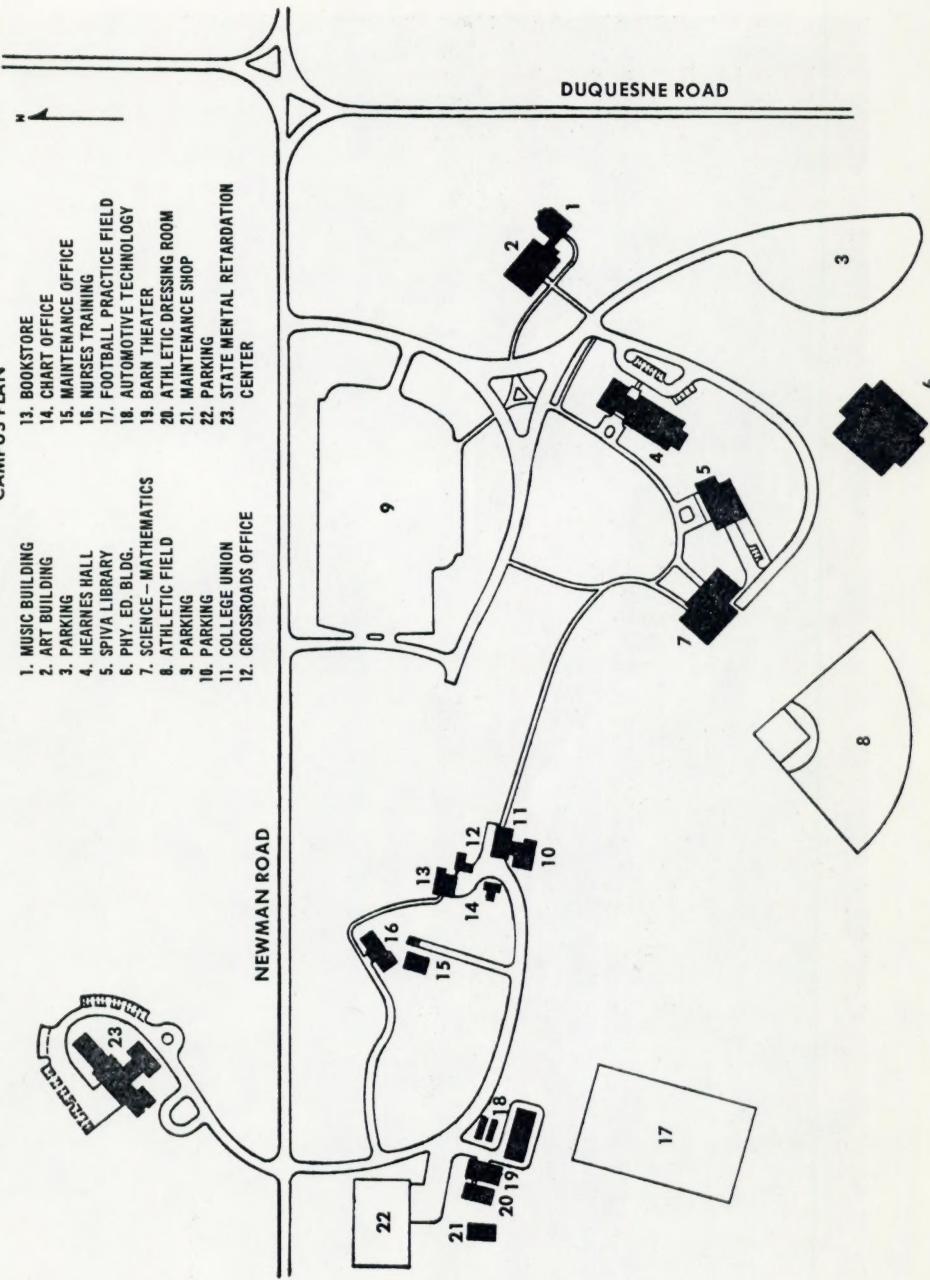
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MISSOURI SOUTHERN COLLEGE

CAMPUS PLAN

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|------------------------|-------------------------------------|
| 1. MUSIC BUILDING | 13. BOOKSTORE |
| 2. ART BUILDING | 14. CHART OFFICE |
| 3. PARKING | 15. MAINTENANCE OFFICE |
| 4. HEARIES HALL | 16. NURSES TRAINING |
| 5. SPIVA LIBRARY | 17. FOOTBALL PRACTICE FIELD |
| 6. PHY. ED. BLDG. | 18. AUTOMOTIVE TECHNOLOGY |
| 7. SCIENCE-MATHEMATICS | 19. BARN THEATER |
| 8. ATHLETIC FIELD | 20. ATHLETIC DRESSING ROOM |
| 9. PARKING | 21. MAINTENANCE SHOP |
| 10. PARKING | 22. PARKING |
| 11. COLLEGE UNION | 23. STATE MENTAL RETARDATION CENTER |
| 12. CROSSROADS OFFICE | |



FOREWORD

This catalog presents general information, requirements for admission and graduation, and course offerings for the academic year 1968-69, beginning June 1, 1968. The roster of administrative officers and instructors is for the 1967-68 year.

DIRECTION FOR CORRESPONDENCE

MISSOURI SOUTHERN COLLEGE

Joplin, Missouri 64801

Admissions of students	Director of Admissions
Alumni affairs	Director of Alumni Relations
Athletic activities	Director of Athletics
Business affairs and purchases	Business Manager
Catalog and bulletins	Director of Admissions
Credit evaluation and transcripts	Registrar
Employment (student part-time)	Dean of Students
Evening College	Director of Evening College
Faculty appointments	Dean of the College
Gifts and annuities	Business Manager
Housing	Dean of Students
Loans	Chairman of Aids and Awards
Orientation	Dean of Students
Scholarships, Aids and Awards	Chairman of Aids and Awards
Student Organizations	Dean of Students
Summer Session	Dean of the College
Testing and Counseling	Director of Guidance and Counseling
Veterans affairs	Registrar

COLLEGE CALENDAR 1968-1969

SUMMER SESSION — 1968

Eight Weeks Session

June 10 (9:00 A.M. - 4:00 P.M.)	Enrollment and Registration
June 11	Classwork begins
June 14	Last day for late enrollment
June 14	No refund in fees after this date
June 19	Final date for dropping course without grade report
July 4	Holiday
August 6	Final Examinations
August 6	Eight weeks Summer Session Closes

FIRST SEMESTER — 1968-1969

September 3-4	Faculty Study Conference
September 3	Last day to file application for admission
September 4 (6:30 P.M.)	Enrollment and Registration for Evening College
September 5-6	Registration
September 9	Classwork begins
September 13	Last day for class changes
October 4	Withdrawal after this date no refund of fees
November 8	Midsemester
November 27 (5:00 P.M.)	Last day to drop courses
November 27 (after last class)	Dismissal for Thanksgiving
December 2	Classes Reconvene
December 20 (after last class)	Dismissal for Christmas
January 6	Classes Reconvene
January 13, 14, 15, and 16	Final Examinations
January 17	End of first semester

SECOND SEMESTER — 1968-1969

January 20 and 21	Enrollment and Registration of new students
January 21	Last day to file application for admission
January 22 (6:30 P.M.)	Enrollment and Registration for Evening College
January 22, 23, and 24	Registration
January 27	Classwork begins
January 31	Last day for class changes
February 21	Withdrawal after this date no refund of fees
March 21	Midsemester
April 3 (after last class)	Dismissal for Easter
April 8	Classes Reconvene
April 18	Last day to drop classes
May 22, 23, 26, and 27	Final Examinations
May 28	End of second semester
June 1	Commencement

MISSOURI SOUTHERN COLLEGE

THE JUNIOR COLLEGE DISTRICT

OF JASPER COUNTY

1968-1969

BOARD OF REGENTS

Fred Hughes, President 1970

Thomas E. Taylor, Vice-President 1969

*Elvin Ummel, Secretary

*Gene Taylor, Treasurer

Mills H. Anderson 1971

Norval M. Matthews 1972

L. R. Reynolds, Jr. 1968

BOARD OF TRUSTEES

Fred Hughes, President 1970

Gene Taylor, Vice-President 1972

Norval M. Matthews, Secretary 1968

*Mills H. Anderson, Treasurer

L. R. Reynolds, Jr. 1968

Thomas E. Taylor 1970

Elvin Ummel 1972

*Appointed by respective boards

ADMINISTRATIVE STAFF

Leon C. Billingsly	President
Paul R. Shipman	Administrative Assistant in Business Affairs
Edward Sterl Phinney	Dean of the College
James J. Altendorf	
	Chairman, Division of Natural Sciences and Mathematics
Harry C. Gockel	Chairman, Division of Social Sciences
Cleetis Headlee ..	Chairman, Division of Humanities and Fine Arts
L. Keith Larimore ..	Chairman, Division of Business and Economics
James K. Maupin	
	Chairman, Division of Semi-Professional and Technical Education
Charles F. Niess ..	Chairman, Division of Education and Psychology Director of Teacher Education
Floyd E. Belk	Dean of Student Personnel Services
Fred Cinotto	Director of Admissions
Lloyd L. Dryer	Director of Guidance and Counseling
Gale W. Bogard	Director of Athletics
Margaret Mitchell	Registrar
Dudley F. Stegge	Dean of Students
George H. Volmert	Guidance Counselor
Loretta Frazier	Head Librarian
Cora Ditto	Assistant Librarian
Nancy Annette Hanson	Acquisitions Librarian
Elizabeth J. Mueller	Cataloguer
John Johnson	Purchasing Agent
Sidney S. Shouse	Chief Accountant
Brian D. Bickel	Food Service Manager
Charles Carr	Superintendent of Buildings and Grounds
Hass Oliver	Book Store Manager

FACULTY

- Leon C. Billingsly President of the College
and Professor of Education
B.S., Southwest Missouri State College; M.S., Kansas State
College of Pittsburg; Ed.D., University of Arkansas
- Edward S. Phinney ... Dean of the College and Professor of History
Th.B., A.B., Marion College; M.A., Butler University;
Ph.D., University of Oregon
-
- Roger E. Adams Instructor of Automotive Technology
B.S.I.T., Kansas State College of Pittsburg
- Mirza Ahmed Assistant Professor of Political Science
A.B., Muslim University (Aligarh, India); M.A., University of
South Dakota; Ph.D. Candidate, Southern Illinois University
- James J. Altendorf Chairman, Division of Natural Sciences
and Mathematics and Professor of Chemistry
B.S., M.S., Kansas State College of Pittsburg; Ed.D.,
Oklahoma State University
- V. L. Anderson Instructor of Drafting
B.S., Northwest Missouri State College; Stout Institute;
M.S., Kansas State College of Pittsburg
- Vernon D. Baiamonte Associate Professor of Chemistry
A.B., M.A., Colorado State College; Ph.D., Indiana University
- Floyd E. Belk Dean of Student Personnel Services
and Associate Professor of Education and Psychology
B.S., M.S., Kansas State College of Pittsburg; Ed.D.,
Oklahoma State University
- Marie L. Bickett Instructor of English
A.B., Mt. Marty College; M.A., Creighton University
- David C. Bingman Instructor of Biology
B.S., M.S., Kansas State College of Pittsburg
- M. Jane Blades Instructor of English
B.S., University of Kansas; M.A., Kansas State College
of Pittsburg
- E. Enid Blevins Instructor of English
B.S., Southwest Missouri State College; M.S., Kansas
State College of Pittsburg

- Rochelle L. Boehning Associate Professor of Mathematics
B.S., M.S., Kansas State College of Pittsburg
- Gale W. Bogard Director of Athletics
and Assistant Professor of Physical Education
B.S., University of Kansas; M.S., Ed.S., Kansas State
Teachers College of Emporia
- Arthur W. Boles Assistant Professor of Art
B.F.A., Chicago Art Institute; M.S.A.E., Illinois Institute
of Technology
- G. Joyce Bowman Instructor of English and Speech
B.S., Southwest Missouri State College; M.A., University
of Arkansas
- Milton W. Brietzke Associate Professor of Speech and Drama
A.B., San Jose State College; M.A., Western Reserve University
- E. Elaine Bryant Instructor of English
B.S., M.S., Kansas State College of Pittsburg
- Robert D. Carpenter Director of Computer Center
and Instructor of Computer Programming and Data Processing
B.S., Kansas State College of Pittsburg
- Fred Cinotto Administrative Assistant, Director of Admissions
and Professor of Education
B.S., M.S., Kansas State College of Pittsburg
- Edith M. Compton Instructor of Business Education
B.S., M.S., Kansas State College of Pittsburg
- Clarence E. Cowan Assistant Professor of Business Education
B.S., Southwest Missouri State College; M.Ed., University
of Missouri
- John M. Cragin Assistant Professor of Physics
B.S., United States Military Academy, West Point; M.S.,
Purdue University
- Frank Davis Basketball Coach
and Instructor of Physical Education
B.S., Peru State Teachers College; M.S., Central Missouri
State College
- Leslie J. Deman Instructor of Business Administration
B.B.A., M.A., Oklahoma State University

- Darral A. Dishman Instructor of Art
B.F.A., Kansas City Art Institute; M.S., Kansas State
College of Pittsburg
- Cora Ditto Assistant Librarian
B.S., Kansas State College of Pittsburg; M.S., Kansas State
Teachers College of Emporia
- Lloyd L. Dryer Professor of Psychology
B.S., M.A., Ed.D., Oklahoma State University
- Leland D. Easterday Assistant Professor of Education
B.S., Northeast Missouri State College; M.A., Southern
Illinois University
- John G. Eli Instructor of Sociology
B.S., M.S., Kansas State College of Pittsburg
- Rebekah L. Ferry, R.N. Instructor of Nursing
B.S., Marquette University
- Loretta Frazier Librarian
B.S., Northwest Missouri State College; B.S., in Library
Science, University of Illinois
- Barbara N. Frizzell Instructor of English
B.A., M.A., University of Arkansas
- E. Sam Gibson Instructor of Biology
B.S., M.S., Kansas State College of Pittsburg
- Ellen R. Glenn Instructor of English
A.B., Baker University; M.A., University of Denver
- Harry C. Gockel Chairman, Division of Social Sciences
and Associate Professor of History and Geography
A.B., A.M., Washington University; M. S., University of
Wisconsin
- Charles O. Gosch Instructor of Chemistry
A.B., Baker University; A.M., Stanford University
- Conrad E. Gubera Instructor of Sociology
B.S., M.S., Kansas State College of Pittsburg
- Clark I. Guilliams Associate Professor of Education
and Psychology
A.B., M.Ed., University of Missouri; EdD., University
of Arkansas

- R. Wayne Habermehl Instructor of Biology
B.S., Louisiana Polytechnic Institute; M.S., Kansas State University
- Clifton E. Hart Associate Professor of History
B.S., Southwest Missouri State College; M.A., Southern Illinois University; Ph.D., University of Iowa
- Cleetis Headlee . . . Chairman, Division of Humanities and Fine Arts
and Associate Professor of English
B.S., A.M., University of Missouri
- T. L. Holman Assistant Professor of History
A.B., Southwestern College, Winfield, Kansas; M.A., Kansas State College of Pittsburg
- Julie S. Hughes Instructor of History
B.S., M.A., Kansas State College of Pittsburg
- Duane L. Hunt Instructor of Speech and Drama
A.B., Southwest Missouri State College; M.A., University of Arkansas
- Gwen E. Hunt Instructor of English
B.S., Southwest Missouri State College; M.A., University of Arkansas
- Robert T. Hunter Assistant Professor of Business Administration
B.S., B.A., M.B.A., University of Tulsa; C.P.A., State of Oklahoma
- Marilyn Jacobs, R.N. Instructor of Nursing
B.S., in Nursing, University of Nebraska
- Paul E. Jensen Assistant Professor of Mathematics
B.S., Oklahoma City University; M.S., Ed.S., Kansas State College of Pittsburg
- Delbert I. Johnson Instructor of Music
B.M.E., M.M.E., University of Wichita
- James D. Johnson Instructor of English
A.B., M.A., University of Arkansas

- James W. Johnson Football Coach
and Instructor of Physical Education
B.S., M.S., University of Missouri
- J. Merrell Junkins Instructor of Psychology
B.S., M.S., Kansas State College of Pittsburg
- Harrison M. Kash Assistant Professor of Chemistry
B.A., Kansas State College of Pittsburg; M.S., Kansas
State University
- Pamela A. Kendrick Instructor of Mathematics
B.S., Kansas State College of Pittsburg
- Douglas Landrith Instructor of Physical Education
B.S., M.S., Kansas State College of Pittsburg
- L. Keith Larimore .. Chairman, Division of Business and Economics
and Associate Professor of Business
B.S.B.A., Kansas State College of Pittsburg; M.B.A., University
of Oklahoma; Ph.D. Candidate, University of Arkansas
- Robert P. Markman Assistant Professor of History
B.S., Monmouth College; M.A., University of Oklahoma;
Ph.D. Candidate, University of Oklahoma
- J. Larry Martin Instructor of Mathematics
B.S., M.S., University of Tulsa
- B. W. Mason Assistant Professor of Education
A.B., M.A., Colorado State College of Education, Greeley;
Graduate Study, Teachers College, Columbia University
- Dwight E. Mason Instructor of Automotive Technology
B.S., Oklahoma State University
- James K. Maupin Chairman, Division of Semi-Professional and
Technical Education and Associate Professor of Biology
B.S., Central Missouri State College; M.S., Kansas State
College of Pittsburg
- Martha Ann McCormick Associate Professor of Mathematics
Ph.B., A.M., University of Chicago

- Lorine V. Miner Instructor of Business Education
B.S., M.S., Kansas State College of Pittsburg
- Grace C. Mitchell Assistant Professor of English and Speech
A.B., Greensboro College; M.A., Pennsylvania State University
- Margaret Mitchell Registrar; Assistant Professor
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of Denver
- Eugene J. Murray Instructor of Journalism
B.S., Ohio State University; M.A., University of Tulsa
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State College
- Orty E. Orr Associate Professor of Biology
B.S., Kansas State College of Pittsburg; M.S., Ph.D.,
Oklahoma State University
- James W. Perrett Instructor of Business Administration
B.S., Morningside College; M.A., University of Nebraska
- Susan L. Rea, R.N. Instructor of Nursing
B.S., in Nursing, Drury College
- Gail K. Renner Instructor of Political Sciences
B.S., Southwest Missouri State College; M.A., University of
Missouri, Kansas City; M.A., University of Missouri, Columbia
- O. L. Schuster Associate Professor of Education
B.S., Southwest Missouri State College; M.Ed., University
of Missouri; Ed.D., University of Mississippi
- Jenean H. Sears, R.N. Instructor of Nursing
B.S.N., University of Kansas
- Paul R. Shipman Administrative Assistant, Business Affairs
and Professor of Education
B.S.E., Southwest Missouri State College; M.S., Kansas
State College of Pittsburg; Ed.D., University of Arkansas

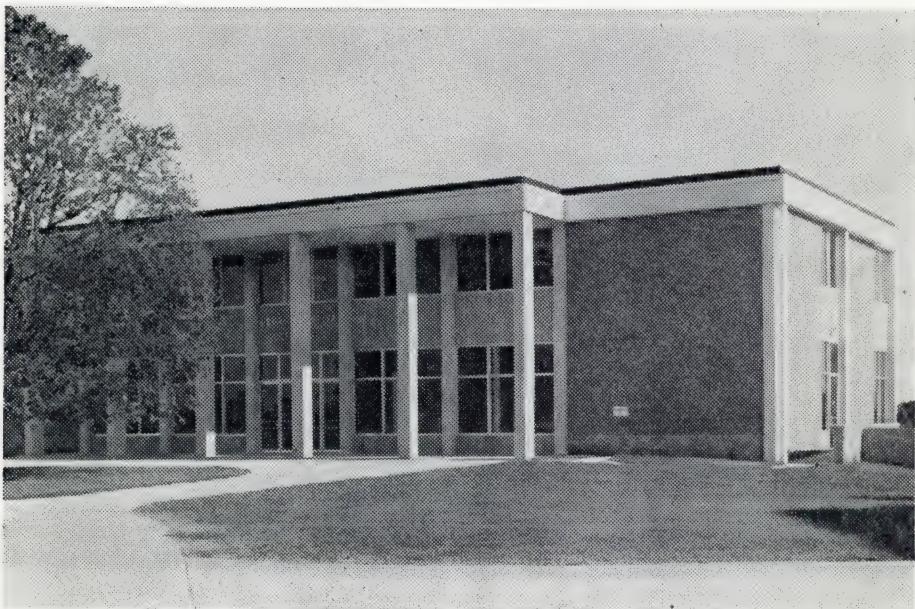
- Bobbie Z. Short Instructor of English and Speech
B.S., Southwest Missouri State College; M.S., Kansas State
College of Pittsburg
- Marion E. Sloan Instructor of Physics
A.B., M.S., Kansas State College of Pittsburg
- Oliver M. Sovereign Instructor of Music
B.S., Kansas State College of Pittsburg; Studied with
Herbert Wall, University of Missouri, Vincent Hubbard
and Stephen Townsend, Boston; Louis Graveure and
Enrico Rasati, New York City
- J. Lillian Spangler Assistant Professor of Foreign Languages
A.B., A.M., University of Missouri
- Sam J. Starkey Assistant Professor of Education and Psychology
B.S., M.E., University of Arkansas
- Annetta E. St. Clair Instructor of Political Sciences
A.B., M.A., Kansas State College of Pittsburg
- Dudley F. Stegge Dean of Students
and Assistant Professor of Physical Education
B.S., M.S., Kansas State College of Pittsburg
- Daniel R. Stengel Instructor of Business Administration
B.S., M.A., University of Nebraska
- Dorothy A. Stone ... Assistant Professor of Business Administration
B.S., A.M., University of Missouri
- Arthur L. Strobel Assistant Professor of Physics
B.S., Southeast Missouri State College; M.S., University of
Arkansas
- William L. Taylor Instructor of Music
B.S., M.M.E., University of Arkansas
- Lora Todd Instructor of English
A.B., Baker University; M.A., University of Wisconsin
- Bessie B. Vediz, R.N. Instructor of Nursing
B.S., M.S., Kansas State College of Pittsburg

George H. Volmert Guidance Counselor; Instructor
B.S., M.A., Northeast Missouri State College

Ruby A. Wiley Instructor of Foreign Languages
B.S., Southwest Missouri State College; M.A., University
of Missouri

Pauline W. Wolfe Assistant Professor of English
A.B., University of Wyoming; M.A., Northwestern University;
Graduate Study at University of New Mexico

Venus Yount Instructor of Physical Education
B.S., Kansas State College of Pittsburg; M.A., University
of Arkansas



THE GEORGE A. SPIVA LIBRARY

GENERAL INFORMATION

THE COMMUNITY AND SERVICE AREA

Missouri Southern College is situated in Southwest Missouri, eleven miles from the Kansas state line, 40 miles from the Arkansas border, and 15 miles from Oklahoma. In this southwest part of Missouri lies a nine-county area comprising approximately 200,000 people.

The campus, located at the northeast edge of Joplin on 230 acres of gently rolling land, is within commuting distance of a large college population. Joplin, a city of 45,000, is the hub of a four-state area with its network of east-west and north-south major highways and good air transportation schedules. Known in the early 1900's as an area of diversified agricultural activities and lead and zinc mining, it is even better known today as a rapidly growing industrial and service center. It is within easy driving distance of the Ozarks, one of the great recreational areas of the United States. Cultural activities, educational programs from kindergarten to college, and beautiful churches for all faiths are ideal for a college setting.

HISTORY

Missouri Southern College originated in 1937 as Joplin Junior College. It was a part of the Joplin Public School System, but the first year of classes was conducted by the Extension Division of the University of Missouri.

The first year of classes was held in the Joplin Senior High School building. The college moved into its own building at Fourth Street and Byers Avenue on September 6, 1938. After 20 years in this location the college was transferred to 310 West Eighth Street where it continued operation until the close of the 1966-67 academic year. The educational and administrative functions of Missouri Southern College were moved to the new 238-acre campus in June 1967. Since that date the college has been functioning in a new, multiple building campus with an enlarged program and student body.

Beginning in 1964, organizational and legal developments took place rapidly. On April 1, 1964 the voters created the Junior College District of Jasper County, naming a six-member Board of Trustees. This act ended the junior college's 27 years of existence as a part of the Joplin Public School System. The new junior college district included Jasper County and parts of three other counties — Newton, Lawrence, and Barton. The institution was renamed Jasper County Junior College.

Life as a separate junior college district did not exist long. On July 22, 1965, the 73rd General Assembly of the Missouri Legislature passed House Bill No. 210 providing for the establishment of a two-year state senior college in Jasper County when the academic facilities of the Junior College District of Jasper County should become available. Anticipating the passage of the House Bill No. 210, the Board of Trustees adopted the name Missouri Southern College in May, 1965.

The legislative act creating the state senior college provided for the administration of the junior and senior college through a governor-appointed Board of Regents. The appointments were made on October 13, 1965, the date that marks the beginning of the operation of Missouri Southern College under the Board of Regents. The law directed the Board of Trustees to assume the responsibility of levying the necessary taxes within the Junior College District of Jasper County which, together with state junior college aid and funds available from other sources, are sufficient to pay the costs of the junior college operation and the costs of any capital improvements for both the junior and senior colleges. The state provides the operating cost of the senior college.

COLLEGE PROFILE

The combining of a two-year, locally supported junior college with a two-year state supported senior college makes Missouri Southern College unique in college history. Although the two programs have separate support, they have one faculty and one administration functioning under the supervision of the Board of Regents appointed by the Governor.

The two-year junior college has an open-door admissions policy for graduates of Missouri high schools. It offers liberal arts and pre-professional transfer programs, terminal programs in technical education, and certificate programs. The senior college offers studies leading to a bachelor's degree in a number of major areas in the liberal arts, teacher education and business administration.

PHILOSOPHY AND PURPOSES

Missouri Southern College is dedicated to the principle of developing a college community where all members are given the opportunity to learn, not only for the sake of learning, but for the purpose of revealing ways to live a better life. This principle will enable the individual to live a more responsible and productive life commensurate with his fullest potential.

Since higher education benefits both the individual and the society of which he is a member, Missouri Southern College offers a

diversity of study designed to satisfy a wide range of student interests. The College proposes to maintain high quality instruction at all levels, continuing the junior college tradition.

Missouri Southern College shares a responsibility with other state colleges to serve any eligible student in the State of Missouri who may apply for admission. In addition, the College also recognizes its responsibility and obligation to the citizens of The Junior College District of Jasper County, Missouri, making every effort to serve the needs of the community.

The College attempts to fulfill its obligation to both state and community by:

- Providing a program of general education for all students;
- Preparing a student for professional and graduate programs of study;
- Preparing teachers for elementary and secondary schools;
- Preparing students for business, industry, and government;
- Providing a variety of technical programs;
- Serving as a center for adult education and community activities.

ACCREDITATION AND MEMBERSHIPS

Missouri Southern College is accredited by the North Central Association of Colleges and Secondary Schools and by the Missouri State Department of Education.

Memberships are held in the American Association of Junior Colleges, The Council of North Central Junior Colleges, the American Council on Education, the National Association of State Colleges and Universities and the Missouri Association of Colleges and Universities. Application for membership in the American Association of Colleges for Teacher Education is pending.

THE CAMPUS

Missouri Southern College is located at the corner of Newman and Duquesne Roads near the northeast edge of Joplin. Seven new buildings and several remodeled older buildings serve the instructional and student activity needs. New residence halls and a college union are planned for the near future.

Spiva Library, named in honor of the late Mr. George A. Spiva of Joplin, a friend and generous supporter of the college, provides an atmosphere which contributes to an intellectual climate. Open stacks, listening laboratories that utilize dialogue equipment, conference rooms, and typing stations provide students with excellent facilities for study and research.

Hearnes Hall is named after the Honorable Warren E. Hearnes, Governor of Missouri, whose understanding of the educational needs of Southwest Missouri made possible the realization of a four-

year college program. The building is the administration headquarters and the reception center of the campus. It contains, also, instructional classrooms and faculty offices.

Science and Mathematics Hall provides three large, elevated lecture rooms, regular classrooms, science laboratories, the computer center, and faculty offices. It is well equipped to meet the requirements of science and mathematics programs.

Fine Arts Hall is a complex of two buildings connected by an arcade that serves the areas of Art and Music. The art building includes a large exhibit hall that serves the Spiva Art Center of Joplin as well as the needs of the college.

The Physical Education Building is a fine, new facility opened for use in the spring of 1968. It houses the college basketball floor, classrooms, faculty offices, and many facilities for physical education classes.

The Cafeteria is a new structure attached to the old Mansion House. It provides good accommodations for the food services where students may purchase food throughout the day. The Mansion House serves as a lounge and recreation area for the students.

The Barn Theatre is a barn converted into an air-conditioned theatre with classrooms, dressing rooms, costume rooms, ticket booth and foyer.

The Nursing Education Building is headquarters for the two-year nursing education programs, containing classrooms and faculty offices.

The Auto-Technology Buildings are two structures that serve the auto-technology program with classroom, shops and faculty offices.

The College Bookstore is located in a separate building near the cafeteria. It is the center for rental books, supplies and supplemental educational materials.

SCHEDULE OF FEES

All fees are due and payable at the time of registration each semester. Registration is not complete until all fees are paid.

The College reserves the right to change fees without notice.
INCIDENTAL FEES:

	Fall and Spring Semesters		Summer Term
	8 hours or more	Less than 8 hours	
I. Residents of the Junior College District			
Junior College Division	\$ 85	\$ 6 per hr.	\$ 6 per hr.
Senior College Division	130	9 per hr.	10 per hr.
II. Residents of Missouri (Outside Junior College District)			
Junior College Division	\$130	\$ 9 per hr.	\$10 per hr.
Senior College Division	130	9 per hr.	10 per hr.

III. Non-Residents (Out-of-State)			
Junior College Division	\$190	\$12 per hr.	\$22 per hr.
Senior College Division	190	12 per hr.	22 per hr.

OTHER FEES:

Application for admission	\$ 5.00
Applied music	32.00
Change of class schedule	2.00
Commencement	10.00
Laboratory breakage and materials	cost
Late registration	10.00
Textbook rental (50% refundable)	
Spring and fall semester (over 8 hours)	30.00
Spring and fall semester (under 8 hours) and summer term	6.00 per course
Transcripts	1.00
Yearbook	7.00

Application for Admission: A non-refundable application fee of \$5.00 is charged for processing applications for admission. The payment of this fee should be mailed with the application.

Applied Music: For one 30-minute lesson per week in applied music, the usual fee is \$32.00 per semester. The fee is paid to the instructor.

Change of Class Schedule: Students are charged \$2.00 for each class change made after classes begin (refer to College calendar). Students registered for 8 or more credit hours before and after the change in schedule will pay only the \$2.00 change fee. Those changing from 7 or less hours to 8 or more hours must pay the full incidental and textbook fees and the \$2.00 change fee. Those who are registered for 8 or more hours and change to 7 or less hours during the change-of-registration week will receive a refund and will be charged by the credit hour.

Commencement: Candidates for the Associate or Baccalaureate degrees are charged a \$10.00 commencement fee. This covers the cost of the diploma, rental of cap and gown, and other commencement activities. The fee is subject to refund only when the candidate fails to qualify for graduation.

Laboratory Breakage and Materials: There are no charges for the use of equipment in laboratories. The student will be expected to pay for excessive breakage or loss of equipment due to negligence on the part of the student. A fair actual value of the loss will be determined by school officials. Students will pay for materials used in individual projects. (Example: automotive parts.)

Late Registration: A late registration fee of \$10 is charged for students who register after classwork begins. This fee is not refundable.

Textbook Rental: Students enrolled during a semester in eight or more credit hours pay a \$15.00 non-refundable textbook rental fee (includes normal laboratory fees and cost of service on instructional equipment) and a \$15.00 textbook deposit. Students enrolled in less than eight credit hours during any semester pay a \$3.00 deposit and \$3.00 rental for each course in which they are enrolled. All summer students pay \$3.00 rental and \$3.00 deposit for each course in which they are enrolled. The deposit is refunded when the student has returned all books, materials, and equipment in satisfactory condition. (Books may be purchased for full retail price.)

Transcripts: Each student is entitled to two official transcripts without charge. There is a charge of \$1.00 for each additional copy. Payment must accompany the request for each transcript.

Yearbook: The *Crossroads* may be purchased by students of the College at \$7.00.

Miscellaneous Fees: Occasionally a fee is charged for classroom materials, such as subscriptions to a periodical, or line charges for bowling in physical education, or purchase of paperback books in addition to the textbook rental.

Student Activity Privileges: Students enrolled in less than eight hours during a semester may purchase student activity tickets.

Evening College: Students enrolled in evening classes for regular college credit courses, applicable toward an Associate or Baccalaureate Degree, are subject to the same fees, rules, and regulations of the Day College. Special fees are announced in the Evening College Bulletin for classes not applicable to an Associate or Baccalaureate Degree.

Summer Session: Rules and regulations which govern admission to the first and second semester during the regular school year shall also apply to the Summer Session.

Refund Policy: Students enrolled in the fall and spring semesters who drop out of the College before the fifth week of the semester are entitled to a partial refund of refundable fees. The refund must be claimed during the term for which the refund applies. The refund will be computed as of the date the Registrar receives the withdrawal form completely and correctly executed. The refund schedule is as follows:

Within the first and second weeks 80 per cent refund

Within the third and fourth weeks 50 per cent refund

After the fourth week No refund

Summer term refunds are as described above, except that no refunds are given after the third week.

STUDENT PERSONNEL SERVICES

The maximum intellectual growth and personal development of the college student is a combination of academic study and participation in out-of-class activities. Therefore, the educational program of Missouri Southern College includes all student-college relations in addition to formal instruction.

The student personnel services are designed to supplement, complement, and implement the academic program of the College.

Admissions — Enrollment — Orientation

Missouri Southern College begins early in the academic year to interest prospective students. Through visits to area high schools that sponsor "Know Your College" programs, College visitation teams discuss phases of admission and attendance, and distribute forms, brochures, and college catalogs. After admission to the College the student is assigned to orientation sessions designed to acquaint him with school policies, student organizations, and other activities.

Admissions

Admission Requirements.

By Graduation from Accredited High Schools.

1. As a state-supported institution, Missouri Southern College by state law admits all graduates of Missouri high schools accredited by the State Department of Education. Applicants with previous college work are not eligible under this provision.
2. A student entering from out of state must rank in the upper two-thirds of his high school graduating class.

By Examination.

1. Applicants not eligible for admissions on the basis of graduation from an accredited high school may be considered for admission on the basis of examinations. Arrangements should be made with the Director of Guidance and Testing.
2. Persons of high school age are not eligible under this provision.

By Advanced Standing (Transfer) from Accredited Colleges.

1. Students applying for admission as transfer students from other collegiate institutions must have official transcripts sent to the Director of Admissions by the Registrar from each institution attended. These transcripts become the property of Missouri Southern College.
2. Students who are ineligible to return to their last institution will not be admitted to Missouri Southern College.

3. Students seeking admission from other colleges with 55 transfer credit hours or more, must present a minimum C (2.0 on A=4) average.

Credentials Required for Admission.

Students applying for admission to the lower division are required to furnish credentials as follows:

1. High School Transcript. An official transcript or transcripts of high school credits showing that he has met requirements for graduation.
2. College Transcripts. Official transcripts and statements of honorable dismissal from each institution attended after high school graduation.
3. Application. An application for admission which must be filed with the Director of Admissions before the deadline as specified in the College calendar.
4. Application Fee. A fee of \$5.00 with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)
5. Physical Examination. A certificate of health filled out and signed by both the applicant and his doctor.
6. Placement Tests. Scores from the Missouri College English Test (MCET), Missouri Mathematics Placement Test (MMPT), and the School and College Ability Test (SCAT). (These tests are administered by colleges throughout the State of Missouri both during the spring and summer of each year. In unusual circumstances the tests may be administered by appointment at Missouri Southern College.)
7. Applicants for Admission to Nursing Program. Students who plan to enroll in the nursing program, in addition to supplying the above credentials, must have an interview with the Director of Nursing.
8. Veterans who plan to attend under the G.I. Bill of Rights or veterans' orphans under the War Orphans Act must present a certificate of eligibility at the time of registration.

Students entering the upper division must meet the following special requirements:

1. Continuing students at Missouri Southern College need not re-apply to the College but must inform the Registrar's Office of their intention to return.
2. Former Joplin Junior College students will be required to up-date their credentials.
3. Transfer students must complete the regular credentials listed above.

International Students

Students not citizens of the United States, who wish to apply for admission, should write the Director of Admissions, Missouri Southern College, for the proper application forms and instructions. Three basic concerns apply to international student applicants: 1) Academic competency; 2) Ability to read and speak the English language adequately for college level study; and 3) Ability to finance the cost of education at Missouri Southern College. All applicants from non-English speaking countries must pass the Test of English as a Foreign Language.

Enrollment Permit

After an applicant has filed all required credentials for admission, he will be issued an enrollment permit. This permit will state the date, time, and place the student should report for enrollment.

Counseling Services

Above everything else, Missouri Southern College is interested in the student as an individual. To this end, each student receives attention from one of the professionally trained members of the counseling and advisory staff. The instructor of each course is also available for private appointments to discuss any matters relating to a particular course which the student may be pursuing. Parents are also welcome to contact school officials about any phase of school work of special concern.

Students with personal problems may seek consultation by appointment with the College psychologist.

Student Health

The health services are not intended to replace the student's family physician or to assume the family's responsibility for the health of the student. Rather, they are to provide on the campus conditions to the maintenance of the student's health, and, in emergencies, to make him safe until his parents or other persons responsible can be advised.

A school nurse is on duty for consultation and first aid services. In cases where continuing care or treatment is necessary while the student is away from home, the school nurse will cooperate with the student's family physician.

Group health insurance is available to students at a reasonable cost.

Social Standards

A student attending Missouri Southern College is expected to maintain a high standard of moral conduct. Forfeiture of the privilege to attend may result from unsatisfactory conduct. Students are expected to demonstrate maturity in their judgment.

Appropriate dress is expected on the campus during the regular school day.

Missouri Southern College does not permit the use of alcoholic beverages on campus. Any violation to this rule is subject to disciplinary action.

Smoking is prohibited in the library and in classrooms.

Housing

Although Missouri Southern College presently has no residence halls, a list of desirable places to live in private homes, hotels, the Y.M.C.A. and Y.W.C.A. is available in the office of the Dean of Students. Sleeping rooms vary in rental from four to six dollars per week. Rooms with kitchen privileges and small apartments are also available to students at reasonable cost.

Off-Campus Employment

Students who must earn part of their college expenses while attending school will find many opportunities in Joplin and neighboring communities for part-time employment. The office of the Dean of Students maintains a current file of available employment. Announcements of part-time jobs are posted regularly on the bulletin board. Students desiring part-time employment should file an application with the Dean of Students.

College Student Employment

A work program similar to the Work-Study Program is one financed completely by the College. Each division in the College as well as certain service areas has a budget for student help. The type of work includes clerical, laboratory, custodial, and others. Inquiries should be made either to the Dean of Students or Division Chairmen.

Food Services

Well balanced meals are served in the College cafeteria at reasonable prices. The cafeteria will seat approximately 400 students at one time.

Veterans

The College is approved by the Veterans Administration to offer programs for veterans eligible under the provisions of Public Laws No. 894 and No. 550, and for those attending under the War-Orphans Act; Public Law 634.

Selective Service

College Student Certificates (Form 109) are completed by all male students at time of registration, except those who have completed their military service obligation. These forms will be available to draft boards so the students currently enrolled may request educational deferment.

FINANCIAL AIDS

Scholarships

General Information. Listed below are the 68 scholarships awarded by Missouri Southern College for the 1967-1968 school year. Five scholarships to be awarded for the first time in 1968-1969 are also listed. The tremendous interest of the citizens of this district and the rapid growth of the student body would indicate that additional scholarships will be made available by September 1968. For applications for scholarships, write:

Chairman
Committee on Aids and Awards
Missouri Southern College
Joplin, Missouri 64801

Missouri Southern College Academic Scholarships. (Value: Class I — Pays all fees except the textbook deposit and the college union fee. Class II — Pays an amount equal to "in-district" fees.) These scholarships are awarded through the high school principal.

Basis for selection:

1. **Class I.**

This scholarship is awarded to the first and second ranking students in the seven high schools located in Jasper County.

2. **Class II.**

These scholarships are awarded to the students in the upper ten per cent of their graduating classes. The college grants scholarships on the basis of one for each fifty students in a graduating class.

Bank of Carthage Scholarship. (Value: Pays an amount equal to "in-district" fees.) Two scholarships are awarded annually by the Bank of Carthage, Carthage, Missouri.

Basis for selection:

1. This scholarship is awarded to outstanding freshmen to be used during the sophomore year.
2. Preference will be given to Carthage area students.

Russell Belden Memorial Scholarship. (Value: \$50 per semester.) Eight scholarships are awarded annually in honor of the late Russell Belden, a prominent Joplin businessman.

Basis for selection:

1. The recipient must be above the freshman level and pursuing a degree program at Missouri Southern College.
2. Need, scholarship, and character must be considered.

Beta Sigma Phi — Dorothy Smith Memorial Scholarship. (Value: \$140 per year.)

Basis of selection:

1. Scholarship and need.
2. Preference will be given to a Webb City resident.

Dean H. E. Blaine Scholarship. (Value: Pays all fees except the textbook deposit and the college union fee.) On April 2, 1957, the Board of Education of the School District of Joplin established two scholarships in memory of Mr. H. E. Blaine.

Basis for selection:

These two scholarships are awarded to the highest ranking male and female students at the end of their freshman year.

Ada Coffey Scholarship. (Value: \$70 per semester.) The Ada Coffey Scholarship was established in 1963 by a former student. Miss Coffey was an instructor in English and Literature at the College from September 1937 to August 1963.

Basis for selection:

The recipient must pursue an Associate in Arts or Bachelor of Arts degree from Missouri Southern College.

Drummond Memorial Scholarship. (Value: \$75 per semester.) This scholarship has been established in memory of Edna Drummond, a professor of Biology at Missouri Southern College. Two scholarships will be awarded each year. Funds perpetuating this award have been contributed by an anonymous businessman.

Basis for selection:

1. Scholarship and need.
2. Preference given to a district student.

KFSB Scholarship. (Value: \$80 per semester.) This scholarship is awarded annually by the Four States Broadcasters, Incorporated as a memorial to the late George A. Spiva.

Basis for selection:

1. Based on scholarship and need.
2. Preference will be given to a person with a vocational interest and aptitude in the radio communications field.

Florence Nightingale Scholarship. (Value: Pays all fees.) This scholarship was established to aid the needy student and the nursing profession.

Basis for selection:

1. Must be a candidate for the nursing degree.
2. Need, dedication, and perseverance will be of prime consideration in awarding the scholarship.

Scholarships 400 - \$200
100 100 - April 15 deadline

William Hugh Sisk Memorial Scholarship. (Value: \$50 per semester.) This scholarship is awarded annually in honor of the late William Hugh Sisk, a prominent Joplin businessman.

Basis for selection:

1. Must be awarded to a student who has been admitted to nursing training.
2. The student must rank in the upper half of her high school graduating class.

George A. Spiva Scholarship. (Value: \$250 per semester.) This scholarship is awarded annually from interest derived from funds contributed by the family and friends of the late Joplin philanthropist, George A. Spiva.

Basis for selection:

1. Based on scholarship and need.
2. Preference will be given to a resident of the Junior College District.

Vera Steininger Secretarial Scholarship. (Value: \$60 per semester.) This scholarship must be awarded to a needy secretarial student. Funds to finance this scholarship have been provided by a former college professor vitally interested in promoting her profession.

Basis for selection:

1. Must be awarded to an able and needy secretarial student.
2. Must be in the upper third of their high school or college class.
3. Must be a resident of the Junior College District.

Student National Education Association Scholarship. (Value: \$50 per semester.) The scholarship is awarded each year to a student preparing to become a teacher.

Basis for selection:

1. Must be a candidate for the Bachelor of Science in Education degree.
2. Must demonstrate scholarship and leadership.

40 and 8 Nursing Scholarship. (Value: \$45 per year.) This scholarship was established to promote the nursing profession.

Basis for selection:

1. Must be a candidate for the nursing degree.
2. Candidate must rank in the upper half of her high school graduating class and have financial need.

Performing Aids and Workshops. Awards are made to individuals who have demonstrated success or high potential in athletics, music,

or dramatics. These individuals must show satisfactory progress in these college performance areas in order to continue the aid.

Workshops are awarded to a small number of students who work in leadership positions on the college publications.

Applications for performing aids or workshops should be made to the director or sponsor of the particular activity.

Student Loans

Irwin Memorial Fund. This fund was established in memory of Arnold E. Irwin, instructor of political science at Joplin Junior College from 1946 to 1959. The Exchange Club of Joplin created a loan fund for deserving students of Missouri Southern College. The fund is available to students for emergency short-term loans. No security is required of the borrower, except that a note will be drawn up at the time the loan is made, for interest to begin at a time set by the adviser and the student. No interest will be charged before the time set in the adviser-student conference. The fund is administered by the Finance Officer and an advisory committee of the college.

B'Nai B'Rith Fund. A fund was established in 1966 in honor of the memory of B'Nai B'Rith member, David Pearl, to provide short-term loans to needy students. A note is prepared when the loan is made and a small interest charge may be required after a specified period. The Finance Officer and the Committee on Aids and Awards administer the program.

National Defense Student Loan Program. The purpose of the program is to provide student loan funds for making long-time, low-interest loans to students to pursue their college education.

Institutional capital contributions for the National Defense Student Loan Program have been obtained by donations from former students, funds of inactive student organizations and, a donation on December 1, 1960, from the Kappa Upsilon Pi Study Club of Joplin.

To be eligible for a loan, a student must be in need of the amount of the loan, pursue a course of study at the institution, be capable of maintaining good standing in the courses, and have been accepted for enrollment as a student, or if already attending an institution, be in good standing and in attendance. Requests for application blanks may be addressed to the Director of the NDSL Program.

United Student Aid Program. This loan program is sometimes referred to as the "Guaranteed Loan Program" and provides low-cost loans for college students. The loans are made by certain local banks and are endorsed by the College. Repayments and the three per cent interest charge begin after the students leave college.

Work-Study Programs

Missouri Southern College is participating in the Title I-C of the Economic Opportunity Act of 1964. This section of the act is commonly referred to as the College Work-Study Program and is designed to provide jobs for college students whereby they may earn a significant portion of their current expenses while attending college. In order for students to be eligible to participate in this program they must show that the financial aid received is necessary for them to attend college.

Further information pertaining to this program may be obtained by contacting the Director of the Work-Study Program at the College.

STUDENT ACTIVITIES

Opportunities for participating in a wide variety of out-of-class activities are provided at Missouri Southern College. Students are encouraged to investigate the wide choice of activities and are invited to participate in one or more of these aspects of the College program.

Governing Bodies

Student Senate. The responsibility for student government rests not only with the student officers and student boards and committees but also with each member of the student body. The growth and development of Missouri Southern College student government will be proportionate to the participation by the students.

The Student Senate serves as the governing body for students and acts as an intermediary between the faculty and student body. Members of the Student Senate gain experience in the functions of a student government and strive to promote the objectives of the Student Body Constitution. Duties of the Senate include the allocation of Student Activity funds to the various college organizations, the publication of a student directory and the student handbook, and the promotion of student activities, such as dances, parades, and assemblies.

The membership of the Student Senate consists of the Student Body Executive Officers, the officers from each class, and a number of senators representing each class. The student body executive officers for the summer cabinet for the following year are elected late each spring. The class officers and student senators are elected early each fall. Interested students petition and campaign for office. The number of senators each class may have in the Student Senate is proportionate to the number of students in each class.

Student Cabinet. The Student Cabinet organized each spring is composed of a representative from each authorized student organization together with the student senate officers. This group acts in an advisory capacity to the student body president during the summer and the next regular school year. In addition, the Student Cabinet functions as a service committee from the end of the spring term until the time that the senate is fully organized in the following fall. During the summer months the Cabinet assumes the power and duties of the student senate; thus, it is often referred to as "The Summer Cabinet." At the beginning of each new school year, the Cabinet helps with the orientation program for new students; and before the Cabinet retires to its advisory role, it is responsible for conducting the elections of class officers and of student senators.

Student Organizations

The College encourages student organizations which provide for the professional, social, academic, divisional, religious, political, or service interest of the students. New organizations may be established when approved by the Student Government and the College administration.

Phi Theta Kappa (Eta Chi Chapter) is a national junior college scholastic fraternity to promote scholarship, the development of character, and the cultivation of fellowship among students of both sexes in the junior colleges of the United States.

The Student National Education Association (Ada Coffey Chapter) is the professional association for college students who are preparing to teach. Its members are members of duly chartered local chapters. Local chapters and state student education associations are integral parts of the Student NEA. A member of the Student NEA is a student member of the Missouri State Teachers Association and the National Education Association with all the rights, privileges, and responsibilities of associate membership in these professional organizations. Members receive the "NEA Journal" and "School and Community." The Student NEA calendar includes many and varied academic and social activities.

The College Players promote interest in dramatics. The members present several major productions and contribute to college assemblies and other school functions. Membership includes students interested in any field of dramatic work.

The organization provides additional opportunities for players to perform outside the college in programs requested by civic, re-

ligious, business, and professional organizations. The Players take several field trips each year to study production methods and performances in neighboring colleges and universities.

The Young Women's Christian Association, organized in Joplin in 1938, is of service to the women students of the College. It offers every woman of the College an opportunity for development and training in leadership, religion, and social service. The group is affiliated with the National Student Christian Association and the National Student YWCA. Each year it contributes to and initiates the local World University Service drive to aid students in other countries.

Delegates may attend the state fall and spring conferences of the YWCA and the regional conference at Estes Park, Colorado, during the summer.

The Engineers Club fosters a professional spirit by promoting the interests and activities of its members. To accomplish this purpose the Club sponsors technical projects, professional speakers, field trips to industrial plants, and other activities. To be eligible for membership, a student must be enrolled in engineering, physical science, or related fields.

The Math Club increases the knowledge of students in areas of mathematics not covered in regular courses and encourages the student in individual study.

The Modern Language Club offers the student the opportunity to become better acquainted with the people and customs of other countries. The club has a yearly project in which it renders service either here or abroad.

The Collegiate Council for the United Nations is an affiliate member of the national organization, an accredited Non-Government Organization with official NGO status at the United Nations and the United States Mission to the UN. By studying the United Nations, students reach conclusions about United States policies. CCUN activities include sponsoring a student delegation to the Midwest Model United Nations each spring.

The Circle K Club was organized in 1955 by the Joplin Kiwanis Club to serve the College and the community. Male students who are willing to serve others are accepted members.

The Young Democrats Club encourages student interest and responsibility in politics. Its programs inform and give practical experience in party politics.

The Young Republicans Club advocates an understanding of party politics as well as an awareness of the responsibilities of the citizen to his country.

The Crossroads (The College Yearbook) is produced by a student staff with faculty sponsors. The annual Crossroads Ball is climaxed by the crowning of the Crossroads Queen. Students who work on the yearbook staff receive valuable experience in school publications.

The Chart staff publishes 18 issues of the College newspaper. Throughout the year the editorial division uses the work of many reporters, feature writers, cartoonists, and typists. The business staff offers experience in advertising, salesmanship, and secretarial practices. Those wishing to freelance should attend weekly staff meetings.

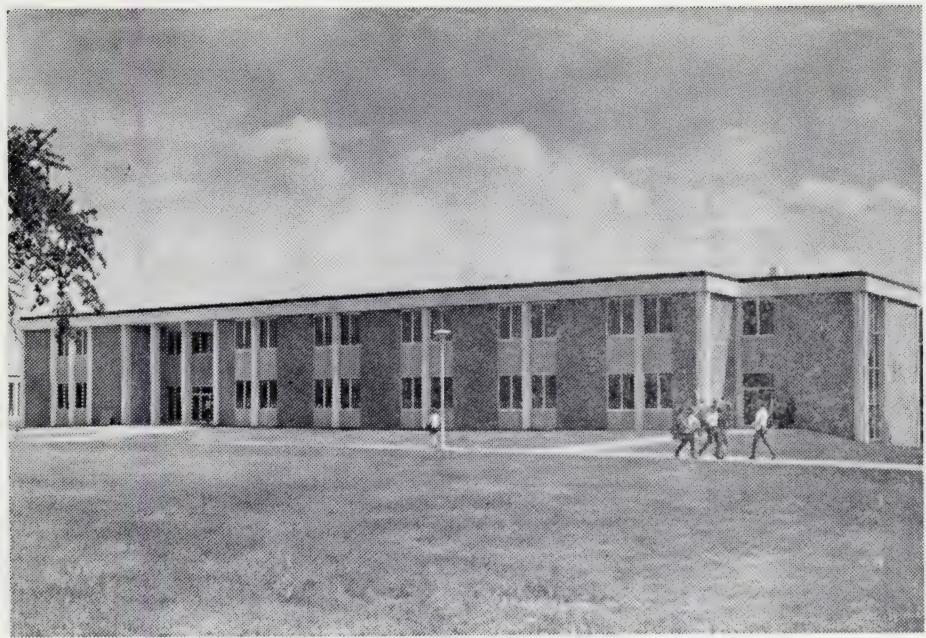
Student Interests

Music. Participation is offered to students by five musical organizations. Choir and Vocal Ensemble are open to all students with consent of the director. Auditions for the Choir are held at the beginning of each semester. Activities include concerts, performances for civic clubs and area schools, and tours. The Vocal Ensemble is a small select group that performs for civic programs and at special recitals.

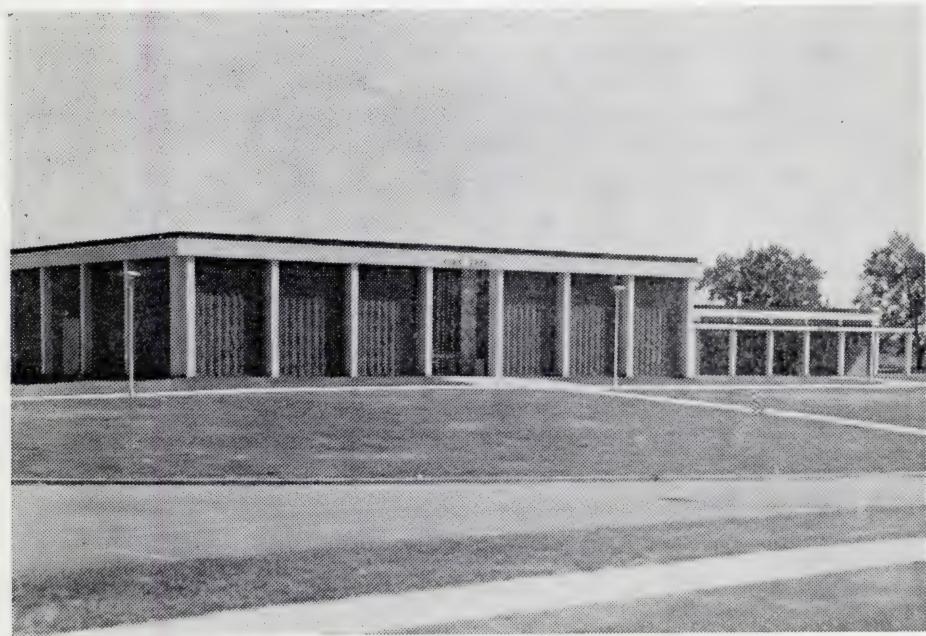
The Concert Band, Stage Band, and Symphony Orchestra are offered to all students who have the instructor's consent. Concert Band performances include two major concerts each year. The Stage Band is a limited membership group with activities that include at least two formal appearances each year, participation in Jazz Festivals, performances at assemblies, and for civic groups. The Symphony Orchestra is composed of outstanding college instrumentalists and area adult musicians. The group will give five concerts each school year, performing standard orchestral literature.

Athletics. Missouri Southern College, having become a four-year institution as defined by athletic associations, has made application for membership in the National Association of Intercollegiate Athletics. The college participates in the following intercollegiate activities: basketball, football, track, golf, and tennis.

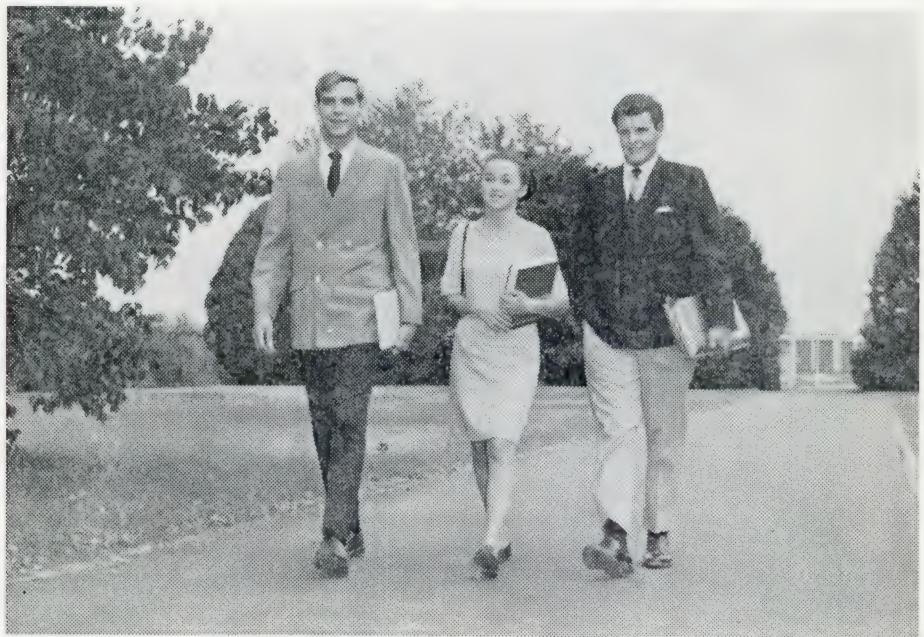
To be eligible for participation, students must meet the scholastic requirements of the NAIA.



HEARNES HALL



FINE ARTS BUILDINGS



ACADEMIC REGULATIONS

GENERAL

Course Numbers and Levels

Course Numbers:

- 0 - 99 Not applicable toward baccalaureate degree.
- 100 - 199 Primarily for freshmen.
- 200 - 299 Primarily for sophomores.
- 300 - 399 Primarily for juniors.
- 400 - 499 Primarily for seniors.

Normally courses numbered 100 - 299 are considered junior or lower division level courses, and those numbering 300 - 499 are senior or upper division level courses. There are more significant distinctions between the sophomore and junior years than within the levels of the lower or upper divisions.

Hyphenated numbers (101-102) represent sequence courses, both parts of which must be taken to receive credit. Comma courses (101, 102) sometimes permit taking either semester for credit, but usually allow credit for the first semester without taking the second. The student should check the catalog description of the course to see whether the second semester of a sequence course makes the first semester prerequisite.

Freshmen are not permitted to take any course above the two hundred level unless qualified by advanced placement tests. The exception is infrequent.

CLASSIFICATION OF STUDENTS

Freshman: 0 - 28 hours

Sophomore: 29 - 55 hours

Junior: 56 - 89 hours

Senior: 90 and above

Special: Non-degree students, usually 21 years of age or over, admitted on the basis of maturity and ability, but who fail to meet regular-standing requirements or who plan to study for personal improvement only. These may qualify for regular standing by removing entrance deficiencies and by earning a minimum C (2.0) average. Normally, there is a 32-hour limit. Credits earned as a special student may apply toward a degree when regular standing is attained and if the credit earned is regularly applicable toward a degree. Students who have attempted a degree

program and have failed to maintain normal progress toward graduation may, at the discretion of the proper college authorities, be directed into non-degree, occupational preparation programs as special students.

Post Graduate: Persons having completed a degree but taking courses for purpose of teacher certification, job preparation, an additional degree, or personal profit.

Full-time: A student enrolled for 12 or more semester hours.

Part-time: A student enrolled in 11 or less semester hours.

GRADING SYSTEM

Grade	Grade Points
A — Excellent	4
B — Superior	3
C — Average	2
D — Minimum Passing	1
F — Failing	0
W — Withdrawal	0
I — Incomplete	0
Au — Audit (registration without credit)	
Cr — Credit (course passed with no specific grade)	

An incomplete must be made up within the time arranged by the instructor, not to exceed one semester, or it will be automatically converted to F. Both credit and grade points are suspended until the incomplete (I) is converted to either a passing grade or an F.

A grade point average (GPA) at the end of any semester is the total number of grade points earned divided by the total number of hours attempted.

MINIMUM STANDARDS OF PROGRESS

A student's cumulative grade point average (GPA) is used to evaluate his progress. If a student's grade point average falls below the minimum standards of progress, his work is considered unsatisfactory.

Minimum progress toward a degree is computed on the following minimum grade point averages:

0 - 17 credit hours	1.5
18 - 32 credit hours	1.6
33 - 44 credit hours	1.75
45 - 55 credit hours	1.9
56 to Graduation	2.0

ACADEMIC WARNING AND PROBATION

A student who is making unsatisfactory progress will be issued an academic warning and placed on probation for one semester. During the semester on probation, he must raise his grade point average to the level prescribed in the minimum standards of progress. If he does not raise his cumulative grade point average to the required standing by the end of the probationary semester, he may petition for one additional probationary semester. The additional semester will not be automatically granted, but each petition will be judged on its own merit.

SUSPENSION AND REINSTATEMENT

Two successive probations, with failure to meet minimum standards of progress toward graduation, are sufficient reason for dismissal from College. The student is suspended for one semester after which he may petition the Committee on Academic Standards for re-admission. Re-admission will be considered only in cases where the student can present evidence to the Committee that indicates positive change in motivation suggesting a high probability of future academic success. The grade points needed to reach minimum progress toward graduation must be within the student's capability.

Except for freshmen completing the first semester, a student whose cumulative grade point average is less than 1.0 will be automatically suspended from college. The freshman may petition the Committee on Academic Standards immediately for reinstatement on academic probation.

The College reserves the right to suspend any student whose performance gives evidence that he cannot continue with profit to himself and credit to the institution.

REPETITION OF COURSES

A course in which a student has made a grade of D or F may be repeated only once. The grade and grade points earned in the first attempt will be cancelled and the second grade will be used in computing grade point averages.

STUDENT COURSE HOUR LOAD

Registration for 12 or more semester credit hours gives full-time standing, and 15 or 16 hours constitutes a normal study load. An average of 15 credit hours for four semesters and 16 for four semesters enables the student to meet the minimum 124 credit hour requirement for a baccalaureate degree in eight semesters (four academic years).

Permission to carry 17 credit hours may be granted if the student's accumulative grade point average is 2.0 or above. In order to carry 18 or more credit hours the student must secure the approval of the Dean of the College through use of a "Petition for Additional Hours." Approval to carry 18 hours will be considered if the grade point average is 3.0. For 19 hours the grade point should be 3.3, and 3.6 for 20 hours.

In planning a course load, the student should remember that for each hour of credit two hours of study are required per week. A 16-hour load means that a student is committing himself to a 48-hour academic week: 16-18 hours in class, and 32 hours of preparation. The student should carefully measure the demand on his time for money-earning jobs, extracurricular activities, participation in collegiate sports, drama and musical productions, social activities and other time-consuming activities when planning his class schedule.

CLASS ATTENDANCE

The primary objective of student and professor is the student's attainment of course goals. It is recognized that normally those students who achieve well are regular in class attendance. The professor, when giving a final semester grade, bases his evaluation on how well the student has achieved the course goals.

The student who misses a class does it at his own risk. He must assume the responsibility for work missed because of class absences. Professors are willing to assist students whose absences are caused by valid illnesses, college approved activities, and extenuating circumstances. The professor may require whatever evidence he needs to support the reason for absence. If a student is absent two class meetings more than the credit hours of the course, regardless of the reason, the professor can request that the student be dropped from the course.

Because the attendance record is significant to the total record and useful in guidance and counseling, the professor keeps a record of individual class attendance. When he believes the absences are excessive he will report the fact to Student Personnel Services and they in turn will counsel with the student. The total number of student absences in a class will be reported to the Registrar's office along with the final grade at the end of the semester.

The student should be aware that absenting himself from class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

CORRESPONDENCE AND EXTENSION

A maximum of 12 semester hours of credit by correspondence or extension study from approved institutions may be considered for transfer. The normal maximum for correspondence study only is 6 hours.

STATE LEGISLATION REQUIREMENT

Sections 10373, 10374, 10374a, 10374b, 10374c (S.C.S. for S.B.4) of the Laws of Missouri, 1947 (6th General Assembly), prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have completed courses of instruction in and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, including the study of American institutions."

Students may comply with the law (1) by completing courses embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work, or (2) by certification of the completion of such requirements in another collegiate institution.

All students who have completed the general education curriculum requirements in Area 2, or who have completed an American history course covering and including the constitutional period plus a course in State Government, or Missouri History and Government, or pass a special examination on the new Missouri Constitution, meet the requirements of Missouri law.

WITHDRAWAL FROM COURSES

If a student officially withdraws from a course during the first two weeks of classes, no entry will be made on the permanent record. If official withdrawal is made after the second week and before the end of the twelfth week of classes, a mark of W is entered on the record. Withdrawal from a course after the twelfth week results in a grade of F. Exceptions to the F grade will be considered only on extenuating circumstances beyond the student's control and only by special permission from the Dean of the College.

WITHDRAWAL FROM COLLEGE

Except at the end of a semester or regular school session, any student who withdraws from Missouri Southern College must obtain a "Withdrawal from School Permit" from the Student Personnel Office. When this form is completely processed, the student will report to the Registrar's Office for final withdrawal. If all records are clear, the student is honorably dropped from the College and

is eligible to return, subject to minimum standards of progress regulations.

A student who leaves the College without completing the "Withdrawal from School Permit," except at the end of a semester or a regular school session, will not be eligible to re-enter the following semester.

AUDITORS

With the consent of the chairman of the division and the instructor concerned, a student may be admitted to a course as an auditor. Auditors must be registered and pay fees as a regular or special student. They receive no college credit.

ADVANCED PLACEMENT

To seek advanced standing or college course credit, the high school applicant must take the **Advanced Placement Examination** of the College Entrance Examination Board in the field of study for which he may qualify. Students who have taken an Advanced Placement course in high school and who have passed the National Advanced Placement Examination in that course at a 3-point level or higher are automatically eligible for placement at the next level of the college sequence and may receive college credit. A **Bulletin of Information for Students** is available through the high school or the College Board Advanced Placement Examinations, Box 592, Princeton, New Jersey 08540.

Students who have been out of high school and have had varied study programs, or who have had college study that needs validating, may ask the Director of Guidance and Testing at Missouri Southern College for the privilege of taking the College Level Examination Tests of Educational Testing Service. The quality of performance on the tests will determine whether advanced standing or credit can be given. Write the Director of Guidance and Testing, Missouri Southern College, Joplin, Missouri 64801, for details and information on subject matter areas for which tests are available.

TRANSFER CREDIT

The maximum credit that a student may present from a junior college toward advanced standing is 64 semester hours.

Upper division courses carrying a grade of D will not be accepted for credit at Missouri Southern College.

Transfer students must take in residence at Missouri Southern College a minimum of one-half the credit hours required in the major field of study.

Transfer students must also take the senior year or the last 30 hours in residence at Missouri Southern College.

DEGREES AND GRADUATION REQUIREMENTS

Degrees

Missouri Southern College has two distinct divisions, junior and senior (or lower and upper), both directed by the same Board of Regents, Administrators, and Faculty. Baccalaureate degrees are offered by the senior college division and associate degrees are offered by the lower division.

The baccalaureate degrees offered are the Bachelor of Arts, Bachelor of Science and Bachelor of Science in Education.

The associate degrees offered are Associate of Arts and Associate of Science.

The Certificate of Achievement is offered for one year of successful study in the secretarial-typist curriculum.

The Bachelor of Arts degree is available with majors in English, history, music, political science, psychology, sociology, and speech and drama.

The Bachelor of Science degree is available with majors in biology, business administration, chemistry, mathematics and medical technology.

The Bachelor of Science in Education degree is available in elementary education, and in the following areas for those planning to teach at the secondary level: Art, biology, business, chemistry, English, foreign language (Spanish), mathematics, music, health, physical education and recreation, physics, speech and drama, social science (with concentrations possible in history, political science, or sociology).

The Associate of Arts degree is available in pre-agriculture, pre-dental, pre-engineering, pre-journalism, pre-medical, pre-medical technology, pre-optometry, and pre-pharmacy.

The Associate of Science degree is available in general business, accounting, data processing and computer programming, electronic data processing coordinator, computing analysis, secretarial science, nursing and automotive technology. *drafting & design*

The Associate of Arts degree curricula are normally considered Junior College transfer curricula.

Majors

The subject matter area of concentration is called a major. See paragraphs above for listing of the majors offered. The requirements for each major are explained immediately preceding the course descriptions for each department, beginning with page 55.

Graduation Honors

In recognition of superior scholarship, the college awards honors to associate degree and baccalaureate degree graduates as follows:

Associate Degree. The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern College. The cumulative grade point average required to receive First Honors is 3.75; Second Honors, 3.65, and Third Honors, 3.50.

Baccalaureate Degree. Cum Laude is awarded those students who have a cumulative grade point average of 3.3. Eligibility for the honor also requires that the student study all his junior and senior years at Missouri Southern College and earn a minimum of sixty semester hours of credit.

Magna Cum Laude is awarded those students who have a cumulative grade point average of 3.7. Eligibility for the honor also requires resident study at Missouri Southern College throughout the 124 credit hours required for graduation.

Summa Cum Laude is awarded those students who have a cumulative grade point average of 3.85. Eligibility for the honor also requires resident study at Missouri Southern College throughout the 124 credit hours required for graduation.

Requirements for Graduation

The degree requirements in this catalog, 1968-1969, become effective June 1, 1968.

A candidate for a degree may use as a basis for degree requirements the general catalog issued for any year following the date of his first registration in the College, so long as it is not more than five years prior to the date the degree is to be conferred. The candidate must have been in residence during the year of the catalog selected.

Baccalaureate Degrees

Residence — The student must have earned the final thirty semester hours in residence at Missouri Southern College. (This regulation does not apply to three-one affiliation programs.)

Credit Hours — At least one hundred twenty-four semester hours of college credit applicable to a baccalaureate degree are required to qualify for graduation.

Grade Point Average — A 2.0 cumulative grade point average on all credit hours attempted is required. The courses making up the major field of study must also carry a 2.0 or above. See the Department of Education for the special requirements in the Teacher Education Program.

Upper-Division Hours — A minimum of forty semester hours in upper division courses (those with numbers in the 300's and 400's) must be presented to meet the graduation requirements. Reasonable adjustments are made for three-one affiliation programs.

Time of Graduation — A student may complete graduation requirements at the close of any semester. Formal announcement of graduation is made and degrees are conferred at the close of the spring semester. All students completing graduation requirements since the preceding commencement are expected to participate in the commencement activities.

Major Field — A minimum of 12 upper division credit hours must be earned in the major field. The grade point average for courses making up the major must be 2.0 or above.

Placement Bureau — Each degree candidate must file credentials in the Placement Bureau.

Degree Candidacy Application — Each student must make application for degree candidacy when pre-registering for his final semester in the school year in which he is to receive his degree. The application form is available in the office of the Registrar.

Educational Methods Courses — These courses, including student teaching, are applicable only to the Bachelor of Science in Education Degree.

Correspondence and Extension Credit — A maximum of twelve semester hours of correspondence and extension credit may be considered for admission to the degree.

State of Missouri Requirement — All candidates for a degree must satisfactorily complete a course in United States History including a study of institutions and national and state governments. This requirement may be satisfied by History 110 and any course in national or state government.

General Education Requirements

A. Baccalaureate Degrees

Area 1. Basic Skills

*English 101-102, English Composition	6 hours
Select one:	3 hours
Speech 100, Speech Techniques	3
Speech 202, Public Speaking	3
Select one:	3 hours
**Math 110, Introduction to College Math I .	3
**Math 130, College Algebra	3
Total for Area 1	12 hours

*Students who qualify for Eng 111 satisfy the composition requirement with this course.

****Higher level mathematics courses also satisfy this requirement.**

Area 2. Social Sciences

Area 3. Humanities and Fine Arts

Select one of each:	<u>6 hours</u>
English 120 or 130, World Masterpieces	3
English 210 or 220, English Literature	3
Select one:	<u>3 hours</u>
Art 110, Introduction to Art	3
Music 110, Music Appreciation	3

Drama 111, Introduction to the Theatre . . .	3
Philosophy 201, Introduction to Philosophy . .	3
***Foreign Language	10 hours
****Total for Area 3 in B.S. degrees	9 hours
Total for Area 3 in A.B. degree	19 hours
***Students taking the <u>Bachelor of Arts</u> degree must complete ten hours of the same foreign language.	
****Exception: Students taking the Bachelor of Science in Education degree with a major in English must also take ten semester hours of the same foreign language.	

Area 4. Natural Sciences

Select one:	5 hours
Biology 100, General Biology	5
Any five hour course in Biology	5
Select one:	5 hours
Physics 100, Fundamentals of Physical Science	5
Total for Area 4	10 hours

Area 5. Health and Physical Education

HPER 101-102, Introduction to Physical Activity ..	4 hours
HPER 160, Personal Health, 2 hours, may substitute for 2 hours of Physical Activity	
Total for Area 5	4 hours

Associate of Arts Degrees

Credit Hours — A minimum sixty-two semester hours must be completed.

Residence — The last fifteen semester hours must be completed in residence at Missouri Southern College.

Grade Point Average — Minimum cumulative and major field grade point average must be 2.0.

Major Field — The student is required to meet the course requirements in the particular program he selects as approved by his adviser.

General Education Requirements — The degree requires completion of the general education requirements as well as the courses in the major field of study. The required general education courses are:

Area 1. Basic Skills

*English 101-102, English Composition	6 hours
Select one:	3 hours
Speech 100, Speech Techniques	3
Speech 202, Public Speaking	3
Select one:	3 hours
Math 110, Introduction to College Math I	3
**Math 130, College Algebra	3
Total for Area 1	12 hours

*Students who qualify for Eng 111 meet the composition requirement with this course.

**Higher level mathematics courses also satisfy this requirement.

Area 2. Social Sciences

History 110, History of United States	5 hours
Select one:	3 hours
Political Science 120, U.S. Government	3
Political Science 210,	
State and Local Government	3
History 200, Western Civilization	5
History 202, Modern European History, 1815	3
Geography 211, Regions and Nations	3
Psychology 100, General Psychology	3
Sociology 110, Introduction to Sociology	3
Economics 202, Principles of Economics	3
Total for Area 2	8 hours

Area 3. Humanities and Fine Arts

Select one:	3 hours
English 120, World Masterpieces	3
English 130, World Masterpieces	3
English 210, English Literature	3
English 220, English Literature	3
Select one:	3 hours
Music 110, Music Appreciation	3
Art 110, Introduction to Art	3
Drama 111, Introduction to the Theatre	3
Philosophy 201, Introduction to Philosophy	3
Total for Area 3	6 hours

Area 4. Natural Sciences

Any biological or physical science	<u>5 hours</u>
Total for Area 4	<u>5 hours</u>

Area 5. Health and Physical Education

Select one:	2 hours
HPER 101-102, Introduction to Physical Activity	2
HPER 160, Personal Health	2
Total for Area 5	<u>2 hours</u>

Associate of Science Degree

Credit Hours — A minimum of sixty-two semester hours must be completed.

Residence — The last fifteen semester hours must be completed in residence at Missouri Southern College.

Grade Point Average — The minimum cumulative and major field grade point average must be 2.0.

Major Field — The student must meet the course requirements in the particular program of study he selects as approved by his adviser.

General Education Requirements — The degree requires completion of the general education courses as well as those outlined in his major field of study. The general education required courses are:

Area 1. Basic Skills

*English 101, English Composition	3 hours
Select one:	3 hours
**Math 20 and 30, Programmed Course in Beginning and Intermediate Algebra	3
**Math 110, An Introduction to College Mathematics	3
Total for Area 1	<u>6 hours</u>

*Students who qualify may take Eng 111 to meet this requirement.

**Higher level mathematics courses also satisfy this requirement

Area 2. Social Sciences

Select one:	3 hours
History 110, History of the U.S.	5
Political Science 120, U.S. Government	3
Select one:	3 hours
Sociology 110, Introduction to Sociology	3
Sociology 152, Introduction to Anthropology .	3
Psychology 100, General Psychology	3
Total for Area 2	6 hours

Area 3. Humanities and Fine Arts

Select one:	3 hours
Speech 100, Speech Techniques	3
Drama 111, Introduction to the Theatre	3
English 122, World Masterpieces	3
English 212, English Literature	3
Philosophy 201, Introduction to Philosophy ..	3
Music 110, Music Appreciation	3
Art 110, Introduction to Art	3
Total for Area 3	3 hours

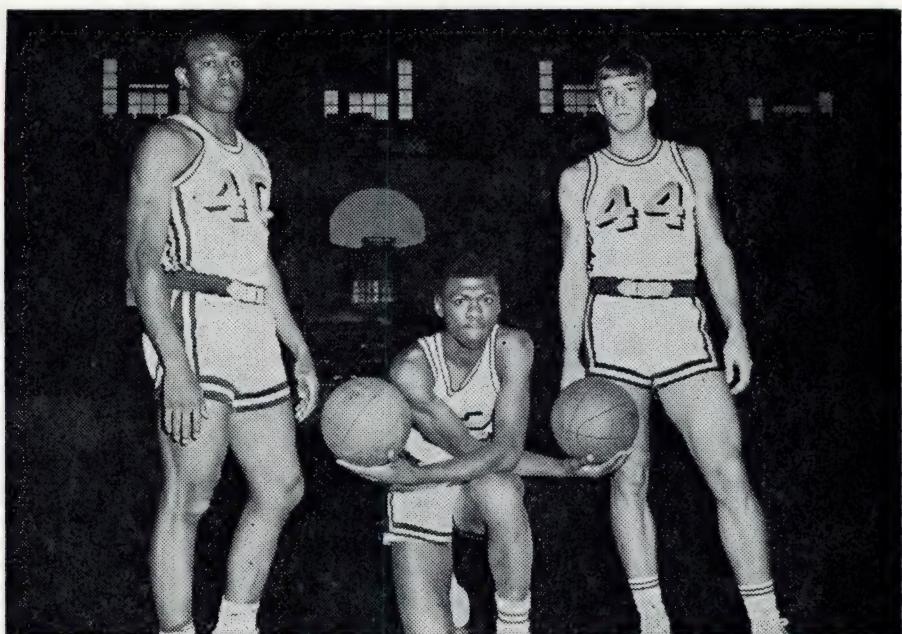
Area 4. Natural Sciences

Select one:	5 hours
Biology 100, General Biology	5
Physics 100, Fundamentals of Physical Science	5
Chemistry 100, Introductory Chemistry	5
Total for Area 4	5 hours

Area 5. Education and Psychology

Select one:	2 hours
HPER 101 and 102, Physical Activity	2
HPER 160, Personal Health	2
Total for Area 5	2 hours





THE CURRICULUM

DIVISIONAL ORGANIZATION AND OBJECTIVES

The college is organized into six divisions each of which has a chairman as its executive. The divisions are subdivided into departments. The divisions and departments are under the administrative supervision of the Dean of the College.

The curricular offerings of Missouri Southern College, for both the day and evening college, are organized according to divisions and departments. The divisional objectives and programs are as follows:

I. Division of Business and Economics (Departments of accounting, economics, general business, marketing and management, and office administration):

(1) Preparing individuals for positions of responsibility and leadership in industry and government; (2) Preparing individuals to teach business subjects on the secondary level; and (3) Preparing individuals to enter the business community, obtain initial employment, and perform satisfactorily on the operative level in an organization.

It is the primary purpose of the Division of Business and Economics to continuously develop and improve the caliber of instruction, programs, and courses which will achieve these objectives and, thereby, fulfill the educational needs and goals of the individuals previously mentioned.

The Division of Business and Economics offers two baccalaureate degrees — the Bachelor of Science in Business Administration (three approaches: Accounting, General Business, Marketing and Management) and the Bachelor of Science in Education with a major in business (two plans). In addition, several short-term business programs are offered; they are described under Semi-Professional and Technical Curricula.

II. Division of Education and Psychology (departments of education, health-physical education and recreation, and psychology):

(1) To assist the prospective teacher in developing skills and understanding essential for entrance into the teaching profession; (2) To lead the student into the development and maintenance of good physical and mental health; (3) To teach creative and beneficial leisure-time activities that will serve the student throughout life.

The Division provides specific course work leading to the degrees of Bachelor of Science in Education and the Bachelor of Arts with a major in psychology. The Department of Education carries the responsibility for teaching and coordinating the professional education sequence of courses. The Department of Health-Physical Education and Recreation serves the basic physical education requirement of all students, and supervises the women's and men's intramural sports programs.

III. Division of Humanities and Fine Arts (departments of art, English, foreign languages, journalism, music, philosophy, and speech and drama):

The Division of Humanities and Fine Arts comprises those areas of learning in which the student is made aware of some of mankind's greatest thought and noblest art. Through the study of art, journalism, language, literature, music, philosophy, speech, and drama, the student enlarges his capacity to express himself and at the same time develops his ability to comprehend and appreciate the creative efforts of others.

The seven separate, but related, departments of the Division are concerned with creative self-expression, although distinct in that each is a specific discipline or area of study.

A. Viewed in relation to the total college curriculum, the functions of the departments comprising the Division are twofold:

1. General Education — Certain courses offered in every area of Humanities and Fine Arts are especially designed to make available to each student skills and understanding which greatly add to his personal development, regardless of his specialization. (a) Through courses in English, journalism, and speech he will increase his ability to read, write, and speak his own language and deepen his understanding of its literature. In journalism he will also learn techniques of reporting and styles of writing appropriate to today's mass media. (b) By studying foreign languages, he will learn to communicate with people of other nations and to appreciate the intellectual contributions of cultures other than his own. (c) Through participation in drama, he will develop poise and power of oral expression. (d) In a guided study of the masterpieces of music and art, he will learn to enjoy and appreciate world treasures. (e) In philosophy, he will become familiar with the problems of knowledge, the natural world, and society, and with the quest for the good life.

2. Major or Area of Concentration — To achieve a high level of competency in his special interests, a student elects an area of concentration. (a) Programs in art, English, foreign languages, speech,

drama, and music form major areas for candidates for the Bachelor of Science in Education degree. (b) A lesser concentration in several of these areas is required for a Bachelor of Science in Education degree with a major in elementary education. (c) Students not planning to teach but desiring competency in an area may elect to receive a Bachelor of Arts degree for personal enrichment or as preparation for graduate study.

B. In addition to curricular functions, the Division exerts a strong influence upon the cultural life of the college and community.

1. The musical and dramatic performing organizations offer opportunities for participation to all qualified students, thus serving as a valuable outlet for aesthetic self-expression.

2. The regular publication of the college newspaper, *The Chart*, not only provides practical experience for students interested in journalism, but also serves the college community and alumni with reports of college activities.

3. A creative arts publication written and edited by MSC students makes its first appearance this year, under the sponsorship of the Humanities and Fine Arts Division. This publication will serve the dual purpose of providing an outlet for artistic and literary expression and practical experience in the editorial functions associated with publishing. Through this medium, young writers and artists may not only gain experience in the development of their talents, but also enrich the cultural resources of the college community. This is an opportunity that they and their editors have for speaking to and for the other students, and, at the same time, for interesting, entertaining, and influencing all at MSC.

4. Displays of art works by students and faculty in the Art Gallery and in the exhibits sponsored by Spiva Art Center, housed in the Gallery, stimulate the artistic community.

5. The services of members of the faculty of all departments to community organizations — professional, cultural, and civic — aid in acquainting the public with the programs of the college.

IV. Division of Natural Sciences and Mathematics (departments of biology, chemistry, geology, mathematics, and physics):

To support the purposes and objectives of the college by correlating the various departments of science and mathematics in order to aid the student to: (a) become more knowledgeable about

the biological and physical aspects of the earth and universe; (b) understand and use the scientific method; (c) gain a comprehensive understanding of subjects for teaching (if teaching is the goal); have a broad base of learning and understanding, regardless of the major field of study selected, through general education courses. The division also meets needs of students preparing for engineering, dentistry, medical technology, medicine, and nursing.

V. Division of Social Sciences (departments of geography, history, political science, and sociology):

The Division of Social Sciences' purposes are to provide the student with the skill, attitudes, and understanding necessary to give life direction and meaning; to encourage the student to think and to evaluate the broad issues of life; and to stimulate his acquiring new interests that he may pursue for the sheer pleasure of learning.

The division has a special concern in the preparation of social science teachers for the schools of Missouri and the undergraduate education of students who are planning careers in government and community service.

The objectives of the division are:

1. To prepare students for certification as social science teachers in the elementary and secondary schools.
2. To provide the undergraduate education needed for students desiring to continue graduate work in history, political sciences, or sociology.
3. To provide a program of extracurricular activities that aid in introducing the student to his future role of service to community and nation.

VI. Semi-Professional and Technical Education (departments of automotive technology, computer science, drafting and design, and nursing):

(1) To provide opportunity for post-high school education for students seeking skills preparing them for employment, but who do not wish to pursue a baccalaureate degree; (2) To give both specialized instruction and general education in sufficient balance to prepare for living as well as working in society. Students enrolling in the specialized courses of this division should know that most of them are not applicable toward a baccalaureate degree if he should later decide to seek it.

DEPARTMENTS AND THEIR SYMBOLS

The courses of instruction are divided by subject matter or departments. Each course carries a number. When reference is made to a particular course, or when the class schedule for a given semester is constructed, entries similar to the following are made: Eng 101 English Composition. Many times only the departmental abbreviation and number are used such as "Eng 101." Below are the names of the departments and their abbreviations.

Accounting	Acct	Health, Physical
Art	Art	Education & Recreation
Automotive Technology	Auto	HPER
Biology	Bio	History
Chemistry	Chem	Jour
Computer Science	Comp	Marketing & Management
Drafting & Design	DD	MM
Economics	Econ	Mathematics
Education	Educ	Music
English	Eng	Nursing
Foreign Language		Office Administration
French	Fren	OA
German	Ger	Philosophy
Spanish	Span	Physics
General Business	GB	Political Science
Geography	Geog	Psy
Geology	Geol	Sociology
		Speech & Drama
		Drama
		Speech



SCIENCE AND MATHEMATICS BUILDING



COURSES OF INSTRUCTION

ACCOUNTING

Division of Business and Economics

Hunter, Stengel, Stone

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree with the Accounting approach. In the same place find the requirements for the Bachelor of Science in Education degree with a Business Education major.

The requirements for the Semi-Professional and Technical Programs leading to Certificates of Achievement and Associate of Science degrees are found on pages 131, 132.

101, 102 — Elementary Accounting **(per sem.) 3 hrs. cr.**

(101) Fundamental principles of accounting as applied to modern business practice. Analysis of balance sheets and income statements; (102) Continues Accounting 101 with emphasis on corporation accounts. 101 is prerequisite to 102.

211 — Cost Accounting **3 hrs. cr.**

Study of accounting control with management emphasis as applied to industrial enterprise. Special emphasis on product costs and cost systems. Prerequisite: Acct 102.

212 — Intermediate Accounting I **3 hrs. cr.**

A continuation of corporation accounting including a detailed study of the fundamental process with emphasis on current assets, current liabilities, and noncurrent investments. Prerequisite: Acct 102.

301 — Intermediate Accounting II **3 hrs. cr.**

A continuation of corporation accounting, including noncurrent balance sheet accounts (tangible and intangible assets, long-term liabilities, and stockholders' equity) and special statements and analyses. Prerequisite: Acct 212.

302 — Advanced Accounting **3 hrs. cr.**

Application of accounting principles to partnerships, installment and consignment sales, receiver's accounts, estates and trusts, and consolidating statements. Prerequisite: Acct 301.

401 — Tax Accounting **3 hrs. cr.**

Procedures for reporting federal income taxes with emphasis on income and deductions for individuals. Practice is given in preparing federal income tax returns. Prerequisite: Acct 102 or permission.

402 — Advanced Income Tax **3 hrs. cr.**

Income tax regulations that apply to partnerships, corporations, estates, trusts, foreign, gift, and social security taxes. Practice is given in preparing the federal tax returns. Prerequisite: Acct 401.

411 — Auditing **3 hrs. cr.**

The procedures involved in preparing an audit of the various accounts of a business enterprise. Prerequisite: Acct 301.

491 — Internship in Public Accounting **3 hrs. cr.**

Selected senior accounting students serve an internship of approximately six weeks as junior accountants on the staff of practicing certified public accountants. The program is supervised by the faculty. An oral and written report is required. Prerequisites: Acct 301, 401, 411 and/or consent of the internship committee.

ART

Division of Humanities and Fine Arts

Boles, Dishman

A major for the Bachelor of Arts degree consists of 41 semester hours in art and must include Art 100, Art 110, Art 121, Art 131, Art 132, Art 211, Art 230, Art 232, Art 301-302, Art 321, Art 401, Art 421, Art 432, and Art 440.

A major for the Bachelor of Science in Education degree with one teaching field consists of 47 semester hours in art. The major must include Art 100, Art 110, Art 121, Art 131, Art 132, Art 211, Art 220, Art 230, Art 232, Art 301-302, Art 310, Art 321, Art 322, Art 401, Art 421, Art 432, and Art 440. A student wishing to certify to teach art as one of two teaching fields must complete 36 hours.

100 — Art Composition **3 hrs. cr.**

Introductory course using fundamental techniques and media. Foundation course for all art majors.

110 — Introduction to Contemporary Art **3 hrs. cr.**

A general survey course designed to increase appreciation of visual art. For non-art majors and required for all art majors.

121 — Ceramics **3 hrs. cr.**

Methods and techniques of hand building are studied with application to modeling and throwing clay forms. Prerequisite: Art 100 or 110.

131 — Drawing Techniques	3 hrs. cr.
Free-hand drawing problems using various drawing tools and techniques used by master artists. Prerequisite: Art 100.	
132 — Introduction to Design	3 hrs. cr.
Foundation course using problems involving art principles and elements.	
200 — Arts and Crafts	3 hrs. cr.
General crafts course involving leather tooling, block printing, pottery, weaving and some graphics. May be taken by non-art majors.	
211 — Sculpture Techniques	3 hrs. cr.
Study of various sculptural problems and techniques in stone, clay, wood, and mixed media. Prerequisite: Art 100, 121, or 132.	
220 — Art Education	3 hrs. cr.
Course designed to develop understanding of the problems in teaching art with emphasis on methods of teaching various art problems. Required of all Elementary Education Majors.	
230 — Basic Form	3 hrs. cr.
Study of relationships of parts to form. Problems include two and three dimensional. Prerequisite: Art 110 or 132.	
232 — Painting	3 hrs. cr.
Procedures, techniques, and fundamentals of painting, media — oil, watercolor, and mixed. Prerequisite: Art 100.	
300 — Drawing	3 hrs. cr.
Investigation of various art drawing media. Life, still life, and landscape used as subject matter. Prerequisite: Art 100, 131, 132, or approval of the instructor.	
301-302 — Art History	(per sem.) 3 hrs. cr.
(301) Survey of the development of man's artistic endeavors from Stone Age to the Early Renaissance; (302) Continuation of 301 from the Early Renaissance in Italy to the present art styles.	
310 — Watercolor	3 hrs. cr.
Technical and aesthetic understanding of watercolor with various subject matters encouraged. Prerequisite: Art 131.	
321-322 — Sculpture	3 hrs. cr.
(321) Various media (stone, marble, wood) are chosen by the student for investigation; (322) Continuation of Sculpture 321. Prerequisite: Art 211.	

401 — Painting **3 hrs. cr.**

The student selects an individual problem for investigation. Techniques, history, and appreciation of oil painting surveyed for understanding. Prerequisite: Art 232.

412 — Commercial Art **3 hrs. cr.**

Lettering, layout, and design techniques. Survey of various reproductive processes. Prerequisites: Art 132 and 230.

421 — Head Study **3 hrs. cr.**

Fundamental methods in portraiture. Various drawings and painting media for structure of the head. Artistic head anatomy used for each head study. Prerequisites: Art 132 and 230.

432 — Graphics **3 hrs. cr.**

Initial laboratory exercises in various graphic processes — etching, engraving, block print, and lithography. Prerequisite: Art 300.

440 — Independent Study **2 hrs. cr.**

Special study in any area as determined in consultation with major adviser.



AUTOMOTIVE TECHNOLOGY

Division of Semi-Professional and Technical Education

Mason, Adams

The major emphasis in Automotive Technology is specialization in automotive service. The training received also provides the background for entry into research and experimental fields. General education courses provide for growth as an individual and for constructive living in the family and nation.

The curriculum is college oriented. Students are regular members of the campus body and are expected and encouraged to participate in extracurricular activities.

The Associate of Science degree in Automotive Technology requires the completion of the General Education courses (see page 47) plus the following: Auto 100, Auto 110, Auto 120, Auto 130, Auto 190, Auto 200, Auto 220, Auto 250, Auto 260, and Draf 110. Electives should be selected, with adviser approval, from the fields of business law or economics. This is a two-year program.

100 — Automotive Engine

5 hrs. cr.

A beginning course in theory and practical mechanics of the Internal Combustion Engine. Emphasis is placed on the physics and chemistry of combustion as related to engineering principles. Students work in the laboratory shops with engines to learn mechanical relationships and usage of tools and gauging instruments. Three one-hour lectures; 12 hours laboratory per week.

110 — Technical Mathematics

3 hrs. cr.

Review of basic mathematics, algebra, and the functional concepts of trigonometry. Includes use of tables and graphic methods of solving problems with emphasis on application to problems in applied fields. Daily.

120 — Automotive Electrical, Ignition and Carburetion Systems

5 hrs. cr.

A beginning course in electricity, basic automotive ignition systems, fuels and lubricants, production and testing. Emphasis is on electrical fundamentals as related to spark ignition and carburetion principles. Laboratory periods provide opportunity to learn mechanical relationships of parts in carburetors, starters, generators, regulators and relays, and distributors. Three one-hour lectures; 12 hours laboratory per week.

130 — Business and Shop Records **3 hrs. cr.**

A basic accounting cycle with emphasis on recording transactions affecting cash, sales, purchases, and the preparation of financial statements. Three one-hour lectures.

190 — Technical Science **4 hrs. cr.**

Graphical and mathematical analysis of forces, laws of motion machines, mechanical power, fluid mechanics, and conductivity. Course work places emphasis on applied problems. Three one-hour lectures; one two-hour laboratory.

200 — Automotive Chassis, Brakes and Transmissions **5 hrs. cr.**

Principles of hydraulics, pneumatics, and dynamic forces as related to the modern automobile. Shop work emphasizes balance, steering, control, suspension design, and power train component operation. Students learn mechanical relationships in transmissions, clutches, and differentials; also, front and rear suspensions and brake systems. Three one-hour lectures; 12 hours laboratory per week.

220 — Automotive Refrigeration and Air Conditioning **3 hrs. cr.**

The course familiarizes the student with automotive air-conditioning installation and thermodynamic principles. Students service units on and off the vehicle and study problems related to heat transfer and cooling. Two one-hour lectures; 6 hours laboratory per week.

250 — Automotive Body and Paint **5 hrs. cr.**

Theory and practice in metallurgy as related to metal fabricating, moulding, shaping, and welding. Students work in shop laboratory repairing basic automotive body parts. Emphasis is on repair theory as well as making repairs and refinishing damaged body parts. Three one-hour lectures; 12 hours laboratory per week.

260 — Automotive Servicing **5 hrs. cr.**

Simulated automotive dealership garage with actual working conditions on customers' cars. Emphasis is placed on public relations, auto shop layout, and management of personnel. 15 hours per week.

BIOLOGY

Division of Natural Sciences and Mathematics

Bingman, Gibson, Habermehl, Maupin, Orr

A major for the Bachelor of Science degree consists of 37 semester hours. The required courses are: Bio 110, Bio 120, Bio 202, and Bio 221. Additional suggested biology courses include 5 hours of upper division biology, Bio 302, and Bio 470. Other requirements for the biology major include 13 hours of chemistry of which five hours will be organic. A minimum five hours of mathematics are required. College algebra and trigonometry are recommended.

A major for the Bachelor of Science in Education degree with biology as a single teaching field (Plan B) consists of 30 hours in biology plus 15 hours in supporting subjects. The required courses are: Bio 110, Bio 120, Bio 221, and Math 140. Additional course requirements include: 13 elective hours in chemistry, five of which should be in organic chemistry, and 12 elective, upper division hours in biology.

A major for the Bachelor of Science in Education degree with biology as one of two teaching fields (Plan A) consists of 22 semester hours in biology plus 13 hours in supporting subjects. The required courses are: Bio 110, Bio 120, and Chem 101. Additional course requirements include: 12 upper division elective hours in biology, 3 elective hours in mathematics and 5 elective hours in science.

100 — General Biology

5 hrs. cr.

A one semester general treatment of the unifying principles of living things including metabolism, genetics, evolution and ecology. Three lectures and two 2 hour labs per week. (Does not count toward any biology major.)

110 — General Botany

5 hrs. cr.

Fundamental principles of metabolism, growth and reproduction as expressed in the plant kingdom. A survey of the major groups of plants is included as an integral part of the study. Three lectures and two 2 hour labs per week.

120 — General Zoology

5 hrs. cr.

The morphology, physiology and classification of animals with emphasis on the anatomy and physiology of man. Three lectures and two 2 hour labs per week.

202 — Genetics **3 hours cr.**

A comprehensive introduction to the principles of heredity and variations as exemplified by both the higher plants and animals. Emphasis will be placed on the cytological and molecular approach to gene action, linkage, crossing-over and various other genetic mechanisms such as sex-linkage and mutations. Three lectures a week. Prerequisites: Bio 110 or 120.

211 — Microbiology **5 hrs. cr.**

Principles of general microbiology with special emphasis on the anatomy, nutrition, physiology and chemistry of bacteria, fungi, and other microscopic organisms. Three lectures and two 2 hour labs per week. Prerequisites: Bio 100 or 110 and one year of inorganic chemistry, or permission of the instructor.

221 — Human Anatomy and Physiology **5 hrs. cr.**

The structures and functions of the human body with emphasis on arrangement of organs and coordination of body systems. Three lectures and two 2 hour labs per week. Prerequisite: Bio 120 w/a grade of C or permission of the instructor.

231 — Fundamentals of Medical Microbiology **5 hrs. cr.**

For students interested in paramedical professions. Topics of study include the general principles of microbiology, immunology, host-parasite relationships of pathological organisms. Three lectures and two 2 hour labs per week. Prerequisite: 1 course each of a college chemistry and a biological science. Both Bio 211 and Bio 231 satisfy the microbiology core requirement. Credit towards the biology major may include either Bio 211 or Bio 231 but not both.

301 — Natural History **3-5 hrs. cr.**

Identification, structure, life history, habits and the conservation of common plants and animals with particular emphasis on local species. Designed for elementary and junior high teachers and interested members of the community. Not applicable toward a biological science major or minor. Winter: 3 hours credit. Summer: 5 hours credit.

302 — History of Biology **2 hrs. cr.**

A historical survey into the origin and development of the fundamental concepts of biology as well as contemporary developments in the field of biological research. Two lectures a week. Prerequisite: Junior standing or consent of the instructor.

310 — Field Biology **2 hrs. cr.**

The course engenders appreciation and understanding of the local flora and fauna, and provides information pertinent to prep-

aration and preservation of specimens for laboratory use. Consists of one lecture and one two-hour laboratory each week. At least one Saturday field trip will be required. Prerequisite: Bio 100 or permission of instructor.

321 — Plant Physiology **5 hrs. cr.**

The life processes of plants including metabolism, translocation, growth, development, reproduction and response to stimuli. Emphasizes the chemistry of the plant's physiological activities. Three lectures and two, 2 hour labs/week. Prerequisite: Bio 110, and one year of inorganic chemistry. (Organic chemistry is recommended).

322 — Taxonomy of Flowering Plants **4 hrs. cr.**

The relationships among selected plant groups, classification and descriptions of taxa, nomenclature and concepts concerning the evolutionary sequence of various plant characters. Southwestern Missouri flora will be emphasized. Three lectures and one, 3 hour lab/week. Prerequisite: Bio 110.

330 — Teaching of Science in Secondary School **2 hrs. cr.**

(See Education 330)

331 — Comparative Chordate Anatomy **5 hrs. cr.**

Designed for the serious student of biology or those students planning to enter professional schools of medicine, dentistry or veterinary science. Acquaints the student with the evolutionary trends of chordate structure and development with special emphasis on the vertebrate organs and organ systems. Two lectures and two three-hour labs/week. Prerequisite: Bio 120.

341 — Vertebrate Zoology **5 hrs. cr.**

Classification, morphology, physiology, development and evolution of vertebrate animals. Three lectures and two, 2 hour labs/week. Prerequisite: Bio 120.

402 — General Ecology **4 hrs. cr.**

A study of plant and animal communities in relation to their environment, emphasizing the flora and fauna of Southwest Missouri. Soils, climate and other major environmental factors responsible for the distribution and association of plants and animals are also considered. Two lectures and one, 3 hour lab/week. Prerequisite: Bio 110, 120, and 322, or consent of the instructor.

411 — Plant Anatomy **5 hrs. cr.**

A comprehensive study of tissues and cellular structure in the higher plants, including a comparative study of the structure of

roots, stems and leaves of the vascular plants. Emphasis is given to evolution and development of the various tissues. Three lectures and two, 2 hour labs/week. Prerequisite: Bio 110.

421 — Plant Morphology **5 hrs. cr.**

A comprehensive study of the comparative structures, life histories and evolutionary tendencies concerning the vegetative and reproductive organs of the major groups of plants. Three lectures and two, 2 hour labs/week. Prerequisite: Bio 110.

431 — Animal Physiology **5 hrs. cr.**

A comprehensive coverage of the chemical and physical phenomena occurring within living animals, with major emphasis placed on man. Three lectures and two, 2 hour labs/week. Prerequisite: Ten hours of biology and chemistry through organic required. It is strongly recommended that the student also have 5 hours of physics and Bio 331.

432 — Histology **5 hrs. cr.**

A detailed study of microscopic structure of animal tissues and organs with special emphasis on mammalian tissues. Three lectures and two, 2 hour labs/week. Prerequisite: Ten hours of zoology or consent of the instructor.

442 — Invertebrate Zoology **5 hrs. cr.**

Classification, morphology, physiology, development and evolution of the classes of invertebrate animals. Three lectures and two, 2 hour labs/week. Prerequisite: Bio 120.

462 — Embryology **5 hrs. cr.**

Includes detailed comparisons of developmental processes of members of the classes of vertebrates. Three lectures and two, 2-hour labs/week. Prerequisite: Bio 120 and/or Bio 331.

470 — Problems in Biology **1-3 hrs. cr.**

Consists of individual work under the supervision of a staff member, with the credit and hours to be arranged. Problems may be undertaken in any field of biology, with adequate preparation and the consent of the supervising instructor. Prerequisite: A minimum of 20 hours in biology and consent of the supervising instructor.

480 — Seminar **1 hr. cr.**

A faculty supervised discussion group concerned with reviews and reports covering current topics in the various fields of biology. Faculty members, as well as students, will present reviews in their various areas of interest. One meeting/week. Prerequisites: Primarily for biology majors of junior standing or other interested students with at least 15 hours of biological science.

CHEMISTRY

Division of Natural Sciences and Mathematics

Altendorf, Baiamonte, Gosch, Kash

A major for the Bachelor of Science degree consists of 34 semester hours in chemistry plus 20 additional hours in mathematics and physics. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, 302, Chem 401, Math 150, Math 250, Phys 250, and Phys 260.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 50 semester hours. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, 302, Chem 401, Math 140, Math 150, Math 250, and Phys 250.

A major for the Bachelor of Science in Education degree with chemistry as one of two teaching fields (Plan A) consists of 28 semester hours plus 5 hours of mathematics. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, 302, and Math 140.

100 — Introductory Chemistry 5 hrs. cr.

The basic principles and theories of general chemistry. Primarily designed as a terminal course in chemistry. Three lectures, one 3-period laboratory, and one recitation session per week.

101 — General Chemistry I 5 hrs. cr.

Introduction to theories of chemistry with emphasis on the relationship of structure to properties of matter and the quantitative aspect of changes. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisites: One and a half units of high school algebra, and a satisfactory score on an entrance test or Math 30, or Math 110.

102 — General Chemistry II 3 hrs. cr.

A continuation of Chem 101. Emphasis on application of chemical equilibrium, electro-chemistry, aqueous solutions, and the chemistry of the elements as periodic groups. Three lectures and one recitation session per week. Prerequisite: Chem 101 with a minimum grade of C or permission of instructor.

162 — Qualitative Analysis 3 hrs. cr.

Identification of cation and anions. Application of principles presented in Chem 102. One lecture and two 3-period laboratories per week. Prerequisite: Prerequisite or corequisite: Chem 102.

201 — Quantitative Analysis **5 hrs. cr.**

Includes volumetric, gravimetric, and some potentiometric and spectrophotometric analysis. Three lectures and two 3-period laboratories per week. Prerequisite: Chem 102.

301, 302 — Organic Chemistry **(per sem.) 5 hrs. cr.**

(301) Deals with both aliphatic and aromatic compounds, their structure, nomenclature, and reaction mechanisms; (302) A continuation of Chem 301. An extensive treatment of substitution, elimination, addition, free radical reactions and special topics. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Chem 102.

401 — Physical Chemistry I **3 hrs. cr.**

Gases, solids, liquids, homogeneous and heterogeneous solutions and thermodynamics. Theoretical derivations of equations and mathematical treatments of physical and chemical phenomena. Three lectures per week. Prerequisites: Math 150, 250, and a year of college physics.

402 — Physical Chemistry II **3 hrs. cr.**

A continuation of Chem 401. The study of chemical kinetics, electromotive force, photochemistry, colloid chemistry, and atomic and molecular structure. Three lectures per week. Prerequisite: Chem 401.

403 — Experimental Physical Chemistry **2 hrs. cr.**

Laboratory course to accompany Chem 402. Experimental applications of principles presented in Chem 401 and Chem 402. Two 3-period laboratories per week. Prerequisite: Chem 401. Corequisite: Chem 402.

421 — Instrumental Analysis **5 hrs. cr.**

Special analytical techniques using spectrophotometry, gas-chromatography, colorimetry, and electrometric methods to include potentiometric, conductometric, polargraphic, and electrogravimetric analysis. Three lectures and two 3-period laboratories per week. Prerequisite: Chem 201.

422 — Advanced Inorganic Chemistry **3 hrs. cr.**

Modern inorganic chemistry with emphasis upon coordination complexes, periodic classification of the non-transitional and transitional elements. Three lectures per week. Prerequisite: Chem 102.

472 — Organic Qualitative Analysis **3 hrs. cr.**

Systematic identification of organic compounds and mixtures. One lecture and two 3-period laboratories per week. Prerequisite: Chem 302.

490 — Independent Study**1-3 hrs. cr.**

Independent investigational techniques; includes a paper upon a selected topic with both a critical survey of the chemical literature and results from advanced laboratory experimentation. Open only to chemistry majors having a minimum of 15 hours of chemistry, the ability to undertake independent work, and permission of the instructor. Offered on demand.

COMPUTER SCIENCE**Division of Semi-Professional and Technical Education**

Carpenter

The rapid increase in the use of electronic equipment in business and industry has created the need for the Computer Science programs. Students successfully completing one of these programs will find many opportunities for employment in banking, industry, and various governmental agencies. There are three available programs:

The Associate of Science degree in Computer Programming requires the completion of the General Education courses (see page 47) plus the following: Acct 101 and 102, Acct 211, Comp 100, Comp 110, Comp 120, Comp 130, Comp 140, Comp 150, Comp 200, Econ 201 and 202, MM 350, Math 30 or Math 130. This is a two-year program.

The Associate of Science degree in Electronic Data Processing Coordination prepares the graduate for immediate employment in tabulating departments in banks, industries, or governmental agencies. The student will become capable of simple program design and operation of tab equipment and will possess an extensive background in general secretarial work. The degree requires the completion of the General Education courses (see page 47) plus the following: Acct 101 and 102, Comp 100, Comp 110, Comp 120, Comp 130, GB 101, MM 350, Math 30 or Math 130, and OA 201. Electives should be selected, with approval of adviser, from the business areas of statistics, economics, shorthand, secretarial procedures, business law or office machines. This is a two-year program.

The Associate of Science degree in Computing Analysis prepares the graduate for entry into fields of science and engineering as a computer programmer. In this field the programmer confers with engineers, scientists and other officials concerned, to determine if data meets the needs of the problems and, if necessary, develop mathematical formulas and procedures to provide more

efficient machine operation. The degree requires the completion of the General Education courses (see page 47) plus the following: Comp 120, Comp 130, Comp 150, Comp 220, Math 110, Math 150, Math 250, Math 431, Phys 250, and Phys 272. Electives should be selected, with adviser approval, from calculus (III), statistics, differential equations, vector analysis, analytical mechanics, or heat and thermodynamics — that is, from the areas of mathematics and physics. This is a two-year program.

100 — Basic Computing Machines **3 hrs. cr.**

Illustrates the need for machines in accounting and record keeping, and demonstrates the concept, power, and flexibility of the unit record. Includes the unit records, machine functions, elements of a machine, card punch, verifier, interpreter, sorter, reproducing punch, collator, tabulators, and calculators. Daily.

110 — Key-Punch Operation **3 hrs. cr.**

Preliminary emphasis on basic mastery of the keyboard and mechanism of the key-punch. Latter portion of the course places emphasis on speed and accuracy of operation. Daily.

120 — Introduction to Programming **3 hrs. cr.**

An introduction to digital computers which includes: Basic principles, systems theory, decimal systems, arithmetic operations, self-complementing codes and other coding systems, computer logic, systems components, general block diagram and program functions, high speed memory, programming essentials, and solution of simple data processing problems. Two one-hour lectures; one two-hour laboratory per week. Prerequisite: Comp 100, or consent of Instructor.

130 — Advanced Programming **3 hrs. cr.**

The functions and capabilities of electronic data-processing machines, introducing student to some of the tools and raw material necessary for becoming a programmer. Includes computer applications, organization of the data processing system, instruction — card system, methods of program debugging, housekeeping techniques, loops and indexing, and subroutines. Two one-hour lectures; one two-hour laboratory per week. Prerequisite: Comp 120.

140 — Data Processing Applications **3 hrs. cr.**

A continuation of 130. The principles presented in previous courses will be employed repeatedly in this course. Includes subroutine, macro-programming, job timing, programming a random access device, and program testing. Two one-hour lectures; one three-hour laboratory per week. Prerequisite: Comp 130, or consent of instructor.

150 — Computer Machine and Machine Language 3 hrs. cr.

Provides the necessary foundation for study of business data processing. Usually includes the concepts of notation, binary system, octal system, systems conversions, representation of a number with an arbitrary base, fixed and floating point numbers, precisions and significances, and linear equations. Three one-hour lectures.

200 — Systems Development and Design 3 hrs. cr.

Business systems design and development designed to guide the student through the evolution of a system, analysis of present information flow, system specifications and equipment selections, and implementation of the system. Includes the approach, requirements of a system, developing the solution, data controls, system controls, system evaluation, finalizing the system, and system implementation. Three one-hour lectures plus necessary arranged laboratory time.

210 — Statics (Physics 272) 3 hrs. cr.

220 — Analog Computers 3 hrs. cr.

Methods and techniques of solving simultaneous linear and non-linear differential equations on electronic analog computers. Includes the principles of multiplication and division and simulation of non-linear devices and systems. Two one-hour lectures; one two-hour laboratory per week.

250 — Introduction to Numerical Analysis 4 hrs. cr.

Digital computer programming, finite differences, numerical solution of non-linear systems, and differential equations. Problem solving on a digital computer. Must be preceded or taken simultaneously with Math 322. Three one-hour lectures; one two-hour laboratory per week.

DRAFTING AND DESIGN

Division of Semi-Professional and Technical Education

Anderson - *adrian malleyan*

The Drafting and Design curriculum is planned to provide students with the knowledge and skills necessary to enable them to obtain employment as draftsmen in the engineering and design departments of industry, with governmental agencies, consulting engineering firms, and architectural firms.

The Associate of Science degree in Drafting and Design requires the completion of the General Education courses (see page 47) plus the following: Art 100, Draf 110, Draf 120, Draf 130, Draf 200, Draf 210, Draf 220, and Draf 230. Electives should be selected with the

assistance of the student's adviser from the areas of physical science, business, and psychology.

110 — Introductory Drafting **3 hrs. cr.**

A comprehensive introduction to drafting that includes training in the use of drawing instruments, applied geometry, lettering, technical sketching, tracing and blueprinting. One hour lecture and four hours laboratory per week.

120 — Descriptive Geometry **3 hrs. cr.**

Practical applications of principles to problems of geology and mining, mechanical and architectural engineering. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110.

130 — Machine Drafting **3 hrs. cr.**

Detail and assembly drawing of machines, threaded fasteners, and gears. Use of machine tools, processes and materials. One hour lecture and four hours laboratory per week. Prerequisites: Draf 110, or equivalent, and Math 30 or Math 130.

200 — Machine Design **3 hrs. cr.**

An introduction to machine design. Advanced drafting techniques and procedures. Elements of machine design, redesigning and original problems. One hour lecture and four hours laboratory per week. Prerequisites: Draf 130, or equivalent, and Draf 120.

210 — Production Illustration **3 hrs. cr.**

Pictorial drawing with emphasis on application to industrial production work. Methods of mechanical illustration, exploded views, design, layout techniques. One hour lecture and four hours laboratory per week. Prerequisites: Draf 120 and 130.

220 — Architectural Drafting **3 hrs. cr.**

The fundamental principles of house planning, including materials of construction and room arrangements. Plans will be drawn of some suitable building. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110.

230 — Electrical and Pipe Drafting **3 hrs. cr.**

The use and application of electronic components and equipment. Techniques of representing these principles graphically. Problems dealing with design and layout of piping systems. Specifications of parts of piping systems, valves, fittings, and other components. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110 and 120.

ECONOMICS

Division of Business and Economics

Deman, Larimore, Stengel

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree and a Bachelor of Science in Business Education degree.

The requirements for the Semi-Professional and Technical Programs leading to Certificates of Achievement and Associate of Science degrees are found on pages 131, 132.

201 — Principles of Economics

3 hrs. cr.

A study of fundamental institutions of the American Economy, the theory of price determination, and the theory of income distribution. Prerequisite: Sophomore standing or permission.

202 — Principles of Economics

3 hrs. cr.

A study of aggregate economic performance with emphasis on national income stabilization and growth, business cycles, monetary and fiscal policy, international trade, comparative economic systems, and current economic problems. Non business majors taking Economics to meet the General Education requirements should take Econ 202. Business majors should take Econ 201 and 202 in sequence.

300 — Money and Banking

3 hrs. cr.

The constituents, nature, functions, creation, and destruction of money and credit; the monetary institutions and their functions, with special emphasis on the commercial banking system and the Federal Reserve System; introduction to monetary theory and policy. Prerequisite: Econ 201 and 202.

302 — Economic Growth and Development

3 hrs. cr.

Principles and problems involved in promoting development of the less mature economies, and growth in the more mature economies. Prerequisite: Econ 201 and 202.

350 — Corporate Finance

3 hrs. cr.

An examination of the financial structure of business organization, capital structure and methods of raising fixed and working capital; questions of financial policy, such as dividend policies and the conservation of surplus; comparative balance sheets and income-expense statements. Prerequisite: Econ 201 and 202.

401 — Advanced Economic Analysis**3 hrs. cr.**

An analytical study of the price systems, as affecting resource allocation and other welfare questions. Prerequisite: Econ 201 and 202.

402 — Government and the National Economy**3 hrs. cr.**

Study of the determination of the levels of real and monetary aggregate economic variables. Analysis of economic aspects of government regulation and direction of business enterprise. Prerequisite: Econ 201 and 202.

411 — Investments**3 hrs. cr.**

Principles underlying investment analysis and policy; salient characteristics of governmental and corporate securities; policies of companies and investing institutions; relations of investment policy to money markets and business fluctuations; security price-making forces. Prerequisite: Econ 350.



EDUCATION

Division of Education and Psychology

Niess, Dryer, Easterday, Mason, Schuster

Teacher Education Program

Realizing the important contributions made to our society by its educational system, Missouri Southern College has made the preparation of teachers one of the basic objectives of the institution. The College faculty supports the objective by recognizing the preparation of teachers as the responsibility of the entire College. It is fulfilled through the Council on Teacher Education which coordinates the teacher education phase of the various instructional divisions. The Department of Education has the overall responsibility for the actual administration of the Teacher Education Program.

The Teacher Education Program is based on the following basic beliefs and assumptions:

1. A teacher should be provided a broad background in general education.
2. A teacher should be required to demonstrate an acceptable degree of mastery in his specialized teaching field.
3. A teacher should possess the personal qualities that can be identified as essential for effective teaching.
4. A teacher should demonstrate an understanding of the contribution education can make toward the continuation and improvement of our society.
5. A teacher should possess the professional attitudes and competences necessary to serve the education profession effectively.

As a reflection of these beliefs and assumptions, the College seeks to achieve these objectives through the Teacher Education Program:

1. To provide the graduates of high schools in the College service area with information on teaching as a profession.
2. To identify and attract to the program of teacher education students who possess the intellectual, personal and physical qualities necessary to become effective teachers.
3. To provide a program of studies and experiences that will develop graduates capable of effectively performing the duties as teachers in the elementary or secondary school.
4. To provide prospective teachers with a program that emphasizes the importance of the basic theories of learning in teaching.

5. To cooperate with local, state, regional, and national agencies that have as their purpose the improvement of education.
6. To aid school administrators, boards of education, and other educational organizations with problems relating to education programs.

Bachelor of Science in Education Degree

Students who are planning a career in teaching at either elementary and/or secondary schools work toward the degree Bachelor of Science in Education. The satisfactory completion of the requirements for this degree qualifies a person for life certification in Missouri. Recipients of other degrees, who later decide to teach, can certify by meeting the requirements outlined by the State Department of Education.

Students deciding to work toward the degree Bachelor of Science in Education must elect to major in elementary education or in one of the subject matter areas available to those seeking a secondary certificate.

Elementary Education — If preparation for teaching at the elementary school level is desired, the student may emphasize either primary or intermediate grades. Elementary majors are required, also, to select an area of concentration of 21 semester hours from art, business education, science (biological and physical), mathematics, social science, language arts (English and speech), music, or health and physical education. Applicable general education course requirements may also count toward the selected area of concentration.

A student specializing in elementary education must complete these additional or specific general education courses:

1. One additional course in mathematics
2. Geography must be selected from the Social and Behavioral Science (Area 2)

Candidates for the degree Bachelor of Science in education with a major in elementary education must satisfactorily complete 38 semester hours, including the following required courses: Bio 310, Psy 200, Eng 222, Mus 262, Art 220, HPER 370, HPER 311, Psy 302, Educ 311, Educ 312, Educ 340, Educ 370, Eng 200 or Eng 301, plus six hours literature.

Secondary Education — The student who desires to teach in a secondary school may choose to become qualified in a single teaching field with a high degree of specialization, or in two different

teaching fields with a lesser degree of specialization in each. Available for secondary school teaching are:

- | | |
|-----------------------|-----------------------|
| 1. Art | 7. Mathematics |
| 2. Biology | 8. Music |
| 3. Chemistry | 9. Physical Education |
| 4. Business Education | 10. Physics |
| 5. English | 11. Social Science |
| 6. Spanish | 12. Speech and Drama |

A student may elect a minor from any one of the twelve listed majors.

Under certain circumstances, it is possible for a person to become qualified to teach art, music, or physical education at both the elementary and secondary school level. Students interested in such a program should consult the department involved.

A student specializing in elementary education must complete these additional or specific general education courses:

1. Biology 310, Field Biology
2. One additional course in mathematics
3. Geography must be selected from the Social and Behavioral Sciences (Area 2)

A student emphasizing secondary education must complete departmental course requirements under either Plan A or Plan B.

Plan A: (Double Major)

This plan is intended for those persons who desire to qualify as teachers in two different subject matter areas. Each area requires 30 semester hours of specific course work or the minimum State Department of Education requirement. Plan A is not available in social science, music, or in programs preparing teachers for both elementary and secondary certification.

Plan B:

This plan is intended for the person who wishes to concentrate his teacher preparation in one subject matter area only. Thirty-six or more semester hours are required.

A person choosing a single teaching field may also earn a minor of 21 semester hours of specific course work in some other or related field, which will qualify him for a second teaching field at the junior high school level only.

Each department that prepares students for secondary school teaching has developed a program of studies to be pursued by students who choose to follow either of the above plans. Plan

B is mandatory for majors in social science, music, and in certain programs preparing students for dual certification at both the elementary and secondary school level.

Advisement

Each student who enrolls at Missouri Southern will have an adviser assigned who will help the student plan his program of studies. All freshmen are advised by the Student Personnel Services. A student above the freshmen level will have faculty advisers assigned by the division in which he chooses to specialize. The Department of Education advises only majors in elementary education and physical education.

Information regarding teacher certification requirements, employment opportunities, professional education requirements, and supervised student teaching may be obtained from the Department of Education.

Admission to the Teacher Education Program

Admission to Missouri Southern College does not automatically confer admission to the Teacher Education Program.

Students who plan to enter the professional education sequence and become certified teachers are required to apply for admission to the Teacher Education Program. The application is made during the last semester of the sophomore year on a form obtainable from the Education Office. Each application is reviewed individually by the Teacher Selection Committee.

In determining a student's fitness for the teaching profession, the committee considers test results, scholarship, English proficiency, experience with children and youth, autobiography, physical and mental health, and other appropriate faculty recommendations. The minimum scholarship essential to acceptance is a grade point average of 2.1 on 55 or more semester hours.

The Committee decisions on student applications fall into three categories: (1) Approved for admission to the teacher education program; (2) Approved on the condition that certain stated requirements be met; or (3) Advised not to continue in teacher education. The student must have acceptance into the program before he is admitted to the professional education sequence of courses.

Supervised Teaching

A second point of selection in the Teacher Education program occurs when the student is ready to do supervised teaching during the "Professional Semester" of the senior year. To qualify for supervised teaching, the student must have attained a minimum

2.2 accumulative grade point average and at least a "C" grade in Educational Psychology. Exceptions to this requirement will not be allowed unless approved by the Teacher Selection Committee.

Professional Education

The following sequence of courses is to be completed by students planning to teach at the secondary or elementary level:

Junior Year

Educ 330	Structure of Teaching, Secondary	5 hours
or		
Educ 320	Structure of Teaching, Elementary	5 hours
Psy 310	Educational Psychology	3 hours

Senior Year

The "Professional Semester" occupies one semester. For one-half of the professional semester, the student does supervised teaching (approximately nine weeks) and carries three, three-hour courses during the other half. Courses are:

Secondary Teaching

Educ 462	Student Teaching, Secondary	6 hours
Educ 432	Legal and Professional Responsibilities of Educators	3 hours
Educ 402	History and Philosophy of Education	3 hours
Educ 422	Measurement and Evaluation in Education and Psychology	3 hours
or		
Psy 210	Adolescent Psychology	3 hours

Elementary Teaching

Educ 442	Student Teaching, Elementary	6 hours
Educ 432	Legal and Professional Responsibilities of Educators	3 hours
Educ 402	History and Philosophy of Education	3 hours
Psy 412	Measurement and Evaluation in Education and Psychology	3 hours
or		
Educ 412	Social Foundations of Curriculum Development	3 hours

Elementary and Secondary Teaching

For students desiring certification at both elementary and secondary levels the following sequence of professional education courses are recommended:

Sophomore Year

Psy 200	Child Psychology and Development	3 hours
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Junior Year

Psy 310	Educational Psychology	3 hours
Educ 330	Structure of Teaching, Secondary	5 hours

Senior Year

Educ 444	Student Teaching, Elementary	3 hours
Educ 464	Student Teaching, Secondary	3 hours
Educ 432	Legal and Professional Responsibilities of Educators	3 hours
Educ 402	History and Philosophy of Education	3 hours
Psy 412	Measurement and Evaluation in Education and Psychology	3 hours
or		
Educ 412	Social Foundations of Curriculum Development	3 hours
or		
Psy 210	Adolescent Psychology	3 hours

Home Base College

The Missouri State Department of Education strongly recommends that all college graduates who did not take teacher education in their degree programs and who wish to certify as teachers in the State of Missouri, designate a home base college. The designated college is responsible for certifying to the State Department of Education that a person has fulfilled the necessary requirements for certification. Missouri Southern College may be designated a home base college on the condition that the person has been admitted into its Teacher Education Program.

010 — Techniques of Reading**no cr.**

A reading improvement program consisting of group and individual work, intended primarily for students needing remedial work in reading. Individual diagnostic reading tests determine student needs.

302 — The Exceptional Child**2 hrs. cr.**

(See Psychology 302)

311 — Science in the Elementary School**2 hrs. cr.**

Emphasis on science in the child's environment. Development of problems, activities, and experiments. Survey and evaluation of teaching materials and laboratory equipment suitable to the elementary school. Prerequisite: Courses in biological and physical science.

312 — Problems of Teaching Arithmetic in Elementary Schools **2 hrs. cr.**

Basic course in the teaching of arithmetic in the elementary grades. The application of principles of learning and techniques of presentation are considered. Prerequisite: 3 hours math.

320 — Structure of Teaching — Elementary **5 hrs. cr.**

An integrated course including problems related to the teaching of elementary social studies and general instruction in the elementary school. Classroom organization and management, lesson, curriculum, and unit planning are studied. Introduces students to professional laboratory experience through television and actual classroom participation in an elementary school. Prerequisites: Psy 200, or a comparable course, and Psy 310 (or may be taken concurrently).

330 — Structure of Teaching — Secondary **5 hrs. cr.**

A study of techniques of teaching in the secondary school with consideration of the social and psychological nature of the learner. Emphasis on classroom management and control methods of presentation, construction of units and lesson plans. Development and status of secondary education in the United States. Introduces students to professional laboratory experiences through television and classroom participation. Special methods of teaching the various academic areas will be included in this course as a part of a team teaching arrangement. Prerequisites: Psy 200 or 210 and Psy 310 (or may be taken concurrently).

340 — Language Arts and Reading in the Elementary School **3 hrs. cr.**

Foundation course for development of understanding attitudes necessary to teach written and oral communication, listening, and reading at the elementary level.

370 — Introduction to Instructional Media **2 hrs. cr.**

Designed to give the teacher a basic understanding of the preparation and use of the various audio-visual materials and devices, with emphasis on the preparation of such materials. Recommended for elementary and secondary education majors.

402 — History and Philosophy of Education **3 hrs. cr.**

Study of educational thinking and practices from the ancient to the present. Emphasis is on relating earlier educational thought to the schools of today.

412 — Social Foundations of Curriculum Development 3 hrs. cr.

An overview of curriculum and instruction as it relates to the elementary and secondary schools; considers the psychological, sociological, and philosophical basis for curriculum building. Emphasis is on social foundations.

420 — Principles of Guidance 3 hrs. cr.

Survey of guidance philosophies, principles and practices. Designed for the classroom teacher as well as the guidance specialist, and is a basic course in the guidance sequence.

422 — Teaching Reading in Secondary Schools 3 hrs. cr.

Designed to help prospective teachers understand reading development and its part in the total school program.

432 — Legal and Professional Responsibilities of Educators 3 hrs. cr.

Legal and professional role of school personnel, their relationship to federal and state governments, and to local school districts; certifications, salary schedules, retirement and other benefits, professional organizations for teachers, relationship with administration, pupils, parents, and the community.

442 — Student Teaching — Elementary 6 hrs. cr.

Participation, under supervision, in teaching on the elementary level in an off-campus school. Prerequisites: 88 semester hours with a grade point average of 2.2, admission to the program of teacher education, and Educ 320. Course assignments will include full-time supervised teaching for one-half of the semester. Additional general conferences are scheduled as needed. Specific assignment is made by the Department of Education.

443 — Student Teaching — Elementary 6 hrs. cr.

Participation, under supervision, on the elementary level in an off-campus school. Curriculum participation and observation consists of daily three-hour period of time during regular semester. Prerequisite: See Educ 442.

444 — Student Teaching — Elementary 3 hrs. cr.

Designed to provide student teaching experience in an approved public school at both elementary and secondary levels. Prerequisite: See Educ 442. Course assignment to consist of a minimum of 15 hours a week of student teaching for one-half semester. Conferences will be scheduled as needed. Specific assignment is made by Department of Education.

462 — Student Teaching — Secondary **6 hrs. cr.**

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials and methods integrated with student teaching. Prerequisite: Educ 330 or equivalent, fifteen semester hours in teaching field, and a minimum of 88 semester hours with a grade point average of 2.2. Assignment to consist of full-time teaching for one-half semester with professional courses to be taken during other half of semester. Specific assignment is made by Department of Education.

463 — Student Teaching — Secondary **6 hrs. cr.**

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials, and methods integrated with student teaching. Prerequisites: See Educ 462. Assignment to consist of daily three-hour block of time during a regular semester.

464 — Student Teaching — Secondary **3 hrs. cr.**

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials, and methods integrated with teaching participation and observation. Prerequisites: See Educ 462. Assignments consist of a minimum fifteen hours per week of participation and conferences for one-half the semester. Specific assignments are made by Department of Education.

492 — Techniques of Diagnostic and Remedial Instruction in Reading **2 hrs. cr.**

A study of devices and techniques for diagnosis of reading disabilities and presentation of suggested remedial measures and methods of reducing deficiencies. Practical applications and laboratory experience will be emphasized. Special emphasis upon intermediate and secondary school reading problems. Prerequisite: Educ 340 or 422.

ENGLISH

Division of Humanities and Fine Arts

Headlee, Bickett, Blades, Blevins, Bowman, Bryant,
Frizzell, Glenn, G. Hunt, J. D. Johnson,
G. Mitchell, Murray, Short, Todd, Wolfe

A major for the Bachelor of Arts degree consists of 40 semester hours and must include Eng 200, Eng 210, 220, Eng 301, Eng 311, 312, Eng 321 or Eng 352, Eng 331, 332, Eng 361 or Eng 371, Eng 410 or 421, and Eng 440.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 40 semester hours of English above freshman composition, Journalism 312, and 10 semester hours in one foreign language. Required English courses are Eng 200, Eng 210, 220, Eng 301, Eng 311, 312, Eng 431 or Eng 452, Eng 331, 332, Eng 342 or Eng 382, Eng 361 or 371, Eng 411 or Eng 421, and Eng 440.

A major for the Bachelor of Science in Education degree as one of two teaching fields (Plan A) consists of 30 semester hours of English, Journalism 312, and 10 hours in one foreign language. Required English courses are Eng 200, Eng 210, 220, Eng 301, Eng 311, 312, Eng 331 or Eng 332, and Eng 440; one of the following: Eng 342, Eng 361, Eng 371, or Eng 382; one of the following: Eng 321, Eng 352, Eng 411, or Eng 421.

90 — Composition

3 hrs. cr.

A course designed for students whose placement scores indicate a need for additional work. Three hours of class work and two hours of laboratory per week. No credit toward an associate degree or a baccalaureate degree. Course grade is recorded pass or fail.

101-102 — Composition

(per sem.) 3 hrs. cr.

(101) A study of the principles of effective writing based largely upon expository prose models. Students demonstrating exceptional ability may be permitted to substitute English 111; (102) Develops reading comprehension through a study of various types of literature and offers practice in expository writing. Must be taken in sequence.

111 — Composition

3 hrs. cr.

A special composition and literature course for freshmen demonstrating exceptional proficiency on placement tests. With a grade of C or better in English 111, a student automatically receives three hours credit for English 101, thereby satisfying the six-hour composition requirement. He enriches his 124-hour graduation program

by enrolling for a course in another area in lieu of a second freshman composition course. Should he receive a D in English 111, however, he must take English 102.

120, 130 — Masterpieces of World Literature (per sem.) 3 hrs. cr.

(120) Selected masterpieces of world literature through the Renaissance, except British literature; (130) From the Renaissance to the present except British literature.

200 — Exposition 3 hrs. cr.

A study of the techniques of factual writing and the writing of nonfiction. Recommended for all students, especially those entering professional schools. Prerequisite: Six hours composition.

210, 220 — English Literature (per sem.) 3 hrs. cr.

(210) Survey of English Literature to the Romantic Movement; (220) From the Romantic Movement to the present. Prerequisite: Eng 102 or 111.

222 — Children's Literature 2 hrs. cr.

A reading, lecture, and observation course for elementary education students, including evaluation of children's literature, its historical development, and its uses in elementary school.

English Literature 210, 220, or equivalent courses, are prerequisites for all upper class English courses, except 301, 311, 312, 342.

301 — Structure of American English 3 hrs. cr.

A study of current English structure and usage. Introduction to transformational grammatical studies. Required for prospective teachers.

311, 312 — American Literature (per sem.) 3 hrs. cr.

(311) A survey of American literature to the Civil War; (312) Survey of American literature beginning with the Civil War.

331, 332 — Shakespeare (per sem.) 3 hrs. cr.

(331) A study of selected histories and early comedies; (332) A study of selected tragedies and late comedies.

342 — American Novel 3 hrs. cr.

A study of representative American novels.

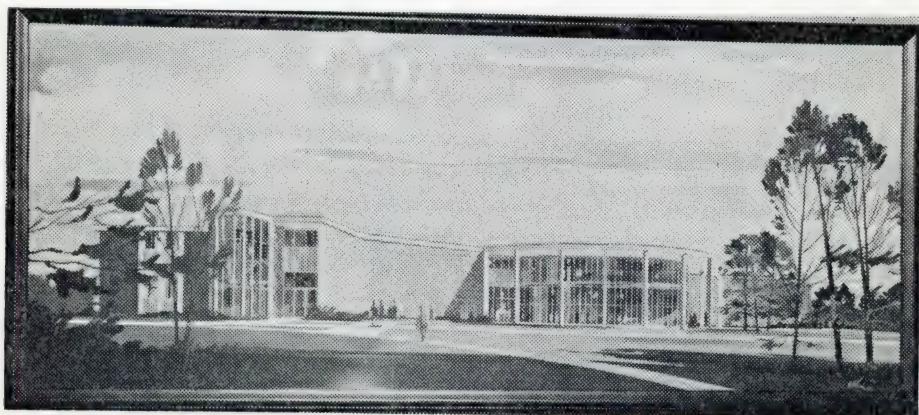
361 — The Romantic Period 3 hrs. cr.

Representative authors and literary tendencies. Offered 1969-70.

371 — The Victorian Period 3 hrs. cr.

Representative authors and literary tendencies. Excludes the novel. Offered 1968-69.

- 382 — Twentieth Century Literature** **3 hrs. cr.**
Selected poetry and drama of outstanding writers since 1900.
- 392 — Methods of Teaching the Language Arts in Secondary Schools** **2 hrs. cr.**
(See Ed 330)
- 411 — Literature of the English Renaissance** **3 hrs. cr.**
Poetry and prose of the English Renaissance between 1550 and 1640 with the exception of Shakespearean works. Consideration of the nature and spread of the Continental Renaissance with related readings in that literature.
- 421 — Eighteenth Century English Literature** **3 hrs. cr.**
The enlightenment and the decline of neoclassicism in nondramatic literature from 1700 to 1785, Pope to Johnson. Offered 1968-69.
- 431 — Medieval English Literature** **3 hrs. cr.**
Literature of England from the Anglo-Saxon and Middle English period. Emphasis upon Chaucer. Offered 1968-69.
- 440 — Explorations in Literature** **3 hrs. cr.**
Special studies in literature for seniors majoring in English.
- 452 — Seventeenth Century English Literature** **3 hrs. cr.**
Study of the art and thought in nondramatic English literature from 1603 to 1700. Offered 1969-70.



PROPOSED STUDENT UNION BUILDING

FOREIGN LANGUAGES

Division of Humanities and Fine Arts

Spangler, Wiley

The Department of Foreign Languages offers a full curriculum of courses in Spanish, with supporting courses in French and German. A language laboratory is used in all elementary courses.

A major for the Bachelor of Science in Education degree with Spanish as the single teaching field (Plan B) consists of 40 semester hours. The required courses are Span 101-102, Span 201, Span 202, Span 212, Span 301, Span 302, Span 321, 322, Span 332, Span 421, and Span 431.

A major for the Bachelor of Science in Education degree with Spanish as one of two teaching fields (Plan A) consists of 31 semester hours. The required courses are Span 101-102, Span 201, Span 202, Span 301, Span 302, and one course out of Span 321, 322, or 332.

French

101-102 — Elementary French (per sem.) 5 hrs. cr.

(101) Stresses conversation, pronunciation, essentials of grammar and diction. (102) Stresses spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required in both semesters.

201 — Readings in French Literature 3 hrs. cr.

Intermediate reading. Discussion of literature in French. Emphasis on vocabulary building. Grammar review. Prerequisite: Fren 102 or equivalent.

202 — Advanced Readings in French Literature 3 hrs. cr.

Representative works read and discussed in French. Short stories, a novel and poetry. Prerequisite: Fren 201 or equivalent.

301 — French Composition 3 hrs. cr.

Translation from English to French and from French to English. Intensive study of grammar and idioms. Prerequisite: Fren 202 or equivalent.

302 — Advanced French Composition 3 hrs. cr.

Practice in writing French compositions. Thorough study of grammar, syntax, and idiomatic expressions. Prerequisite: Fren 301.

321, 322 — Survey of French Literature (per sem.) 3 hrs. cr.

(321) Study of French literature from its origins to the seventeenth century. Prerequisite: Fren 302 or equivalent. (322) French literature of the seventeenth, eighteenth, and nineteenth centuries. Prerequisite: Fren 321.

German

101-102 — Elementary German (per sem.) 5 hrs. cr.

(101) Stresses conversation, pronunciation, essentials of grammar and diction. (102) Stresses spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required each semester.

201 — Readings in German Literature 3 hrs. cr.

Intermediate reading. Discussion of literature in German. Emphasis on vocabulary building. Grammar review. Prerequisite: Ger 102 or equivalent.

202 — German Composition 3 hrs. cr.

Translations from English to German and from German to English. Intensive study of grammar, syntax, and idiomatic usage. Prerequisite: Ger 201 or equivalent.

Spanish

101-102 — Elementary Spanish (per sem.) 5 hrs. cr.

(101) Conversation and reading and writing. Pronunciation proficiency and grammar essentials. Conducted in Spanish as far as practicable. Language laboratory required. (102) Continuation of 101.

201 — Readings in Spanish Literature 3 hrs. cr.

Intermediate reading in Spanish classics. Representative works are read and discussed in Spanish. Short story, novel, and poetry. Prerequisite: Span 102 or equivalent.

202 — Advanced Readings in Spanish Literature 3 hrs. cr.

Representative works are read and discussed in Spanish with emphasis on political, social, and geographical significance. Novel, short story, and poetry. Prerequisite: Span 201 or equivalent.

212 — Commercial Spanish 2 hrs. cr.

Fundamentals of business and personal correspondence. Practical application to business. Prerequisite: Span 201 or equivalent.

301 — Spanish Composition 3 hrs. cr.

Practice in writing Spanish accompanied by a thorough study of grammar and syntax. Prerequisite: Span 202.

302 — Advanced Spanish Composition 3 hrs. cr.

Practice in writing Spanish accompanied by thorough study of grammar and syntax with emphasis on subtle elements of idiomatic usage. Prerequisite: Span 301.

321, 322 — Survey of Spanish Literature (per sem.) 3 hrs. cr.

(321) The literary background and important writers from the origin of Spanish literature to 1700. Representative works are read

and discussed critically, with written and oral reports. (322) 1700 to the present. Prerequisite: Span 202.

332 — Introduction to Spanish-American Literature 3 hrs. cr.

Representative works of poetry, short story, and essay are read and discussed. Prerequisite: Span 301, 302.

421 — Nineteenth Century Spanish Novel 3 hrs. cr.

The Spanish novel as an art form, exemplified by selected works by such writers as Alarcon, Valera, Pereda, Galdos, Pardo-Bazan, Palacio Valdes, and Blasco Ibanez. Prerequisite: Span 322.

431 — Don Quijote 3 hrs. cr.

The source, structure, characters, language, and style of Cervantes' masterpiece. Prerequisite: Span 321.



GENERAL BUSINESS

Division of Business and Economics

Cowan, Compton, Deman, DeNeen, Stengel

The student may consider three approaches to the Bachelor of Science in Business Administration degree. Required courses common to all three approaches are: Acct 101, 102, Econ 201, 202, Econ 300, Econ 350, GB 101, GB 220, GB 301, 302, GB 321, MM 300, MM 350, and MM 352. The Accounting approach requires an additional 18 hours out of the following courses: Acct 211, Acct 212, Acct 301, Acct 302, Acct 401, Acct 402, and Acct 411. The General Business approach requires the following 12 hours of additional courses: 3 hours credit selected from each area — Economics, Marketing and Management, and General Business, and 3 additional hours from either Business or Economics. The Marketing and Management approach requires an additional 18 hours of business and economics, 12 hours of which are selected from the following: MM 312, MM 401, MM 431, MM 412, MM 452.

A major for the Bachelor of Science in Education degree with Business Education as one of two teaching fields (Plan A) consists of 30 semester hours. The required courses are: OA 101, 102, OA 111, 120, Acct 101, 102, and either Acct 211 or 212 or 401, Econ 201, 202, and 3 hours of upper division electives in Business. Other course work may be substituted for shorthand if the student does not plan to certify in it. Students having proficiency in typewriting and shorthand may ask to be tested. If advanced standing is granted in the subjects, the student will substitute other courses in order to meet the 30 hours requirement.

A major in the Bachelor of Science in Education degree with Business Education as a single teaching field (Plan B) consists of 42 semester hours. The required courses are: Acct 101, 102, and either Acct 211 or 212 or 401, Econ 201, 202, GB 121, GB 301, 302, MM 350, OA 101, 102, OA 111, 120, and 3 upper division elective hours in Business. Course substitution and advanced placement is the same as under Plan A in the paragraph above.

The requirements for the Semi-Professional and Technical Programs leading to Certificates of Achievement and Associate of Science degrees are found on pages 131, 132.

101 — Introduction to Business

3 hrs. cr.

An introductory course in modern American business, including a study of the capitalistic system, ownership and organization, management problems, marketing, finance, law and taxation.

110 — Business Mathematics**3 hrs. cr.**

A review of the fundamental processes of mathematics as applied to business. It also includes common and decimal fractions, percentages, markup, interest, bank discount, compound interest, annuities, insurance, payrolls, taxes, and financial statements. It should be taken concurrently with or precede accounting and/or office machines.

121 — Office Machines**3 hrs. cr.**

A laboratory course in the operation of the office machines found in the modern business office. Training is given in the operation of the ten-key and full-key adding machines, the key-driven rotary and printing calculators, the bookkeeping machine, the transcription machine, and the stencil and spirit duplicators. Emphasis is placed upon the student developing accuracy and speed in working typical business problems. The objective of the course is for the student to develop enough skill in the various machines so that he may obtain initial employment. Meets five days a week.

122 — Office Machines**3 hrs. cr.**

An advance laboratory course, continuing the work as set up in office machines 121. Special emphasis is placed on machine bookkeeping and rotary calculators. The student is also expected to attain additional skill in the operation of the adding machines, the printing and key-driven calculators, and the preparation of more difficult stencils for the stencil duplicator. Meets three days a week. Prerequisite: GB 121.

220 — Business Communications**3 hrs. cr.**

The study of principles for writing effective business letters, memos, formal and informal reports and all phases of effective business communications. Prerequisites: Eng 101 and 102 or permission.

301, 302 — Business Law**3 hrs. cr.**

(301) A study of the principles of law and its enforcement as applied to American Business. The course includes the study of contracts, agency and employment, negotiable instruments, personal property, and bailments, and sales of goods. Special attention is placed on law terminology and cases and problems are used to illustrate the various aspects of business law; (302) Relates to partnerships, corporations, real property and leases, insurance security devices, bankruptcy, trusts and estates, and government regulations. Cases and problems are used extensively. Prerequisites: Junior standing or consent of the instructor. 301 should precede 302.

321 — Statistics **3 hrs. cr.**

Introduction to the basic concepts of statistical inference and to the methods of statistical analysis. Prerequisite: Math 110 or equivalent.

490 — Directed Studies in Business and Economics **1-3 hrs. cr.**

By arrangement. Directed readings, research, and discussions in selected areas of business and economics for advanced majors. Scope, depth, area of concentration, and credit to be arranged upon entry into the course. Prerequisite: Senior standing and permission.

GEOGRAPHY

Division of Social Science

Gockel

211 — Regions and Nations **3 hrs. cr.**

A survey of the peoples of the earth and how their activities are influenced by climate, topography and natural resources.

212 — Latin American Geography **3 hrs. cr.**

Stress will be placed upon natural economic and cultural aspects of individual countries, their growing importance in world affairs and their relation to Pan-Americanism.

GEOLOGY

GEOL 110 — Introduction to Geology. **5 hrs. cr.**

The materials of the earth and those forces producing physiographic changes. Four lectures and one, two-hour laboratory or field trip a week.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Division of Education and Psychology

Bogard, Davis, J. Johnson, Landrith, Yount

Students who desire certification as a teacher of health, physical education, and recreation may choose to become qualified at either the secondary level or a combination of both elementary and secondary levels. Students planning to major in this field should refer to pages 73-78 of this catalog where the Teacher Education Program is described. Students planning to teach at both the elementary and secondary level should select Plan B. Those desiring to make physical education one of two teaching fields should prepare under Plan A. The second teaching field must be selected from: Art, biology, business education, chemistry, English, mathematics, physics, Spanish, or speech. The student will consult the specific department concerned for the requirements of the second teaching field.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 46 semester hours. For men, the required courses are: Psy 200 and 221, Bio 221, HPER 151, 152, *HPER 260, HPER 212 or HPER 350, HPER 312, HPER 342, HPER 340 or HPER 391, HPER 431, HPER 470, HPER 450, HPER 451, HPER 452, plus two hours of electives in P.E.

For women, the required courses are Bio 221, Psy 200 and 221, HPER 151, 152, *HPER 260, HPER 212, HPER 312, HPER 340, HPER 342, HPER 352, HPER 391, HPER 470, HPER 441, and HPER 421-422.

A major for the Bachelor of Science in Education degree with physical education as one of two teaching fields (Plan A) consists of 30 semester hours. For men the required courses are: Bio 221, HPER 151, 152, HPER 212 or HPER 350, HPER 340, 342, HPER 391 or HPER 431, HPER 470. Select 6 hours from HPER 352, HPER 450, HPER 451, HPER 452.

For women, the course requirements are: Bio 221, HPER 151, 152, HPER 212, HPER 342, HPER 352 or HPER 391, HPER 421-422, HPER 470.

***All physical education majors must demonstrate swimming ability equal to that required for the intermediate swimming course. Students who can qualify without taking HPER 200 should elect two additional hours of upper division physical education credit.**

Persons planning to major in Physical Education should go to the physical education office to secure a sheet detailing the course requirements for the curriculum.

See the information on the Physical Education Activity philosophy, and courses immediately following the course numbers and legends, beginning with page 95.

100 — Individual Physical Education **1-2 hrs. cr.**

For the physically disabled student. Opportunity is provided for the development of physical skills within the limits of the disability. (Meets 4 times per week.)

151, 152 — Foundations of Physical Education I (per sem.) **4 hrs. cr.**

Acquaints the student with the philosophical and theoretical background of physical education. Study of the skills and understandings of selected activities: games, sports and rhythm commonly found in the school program. Students are required to demonstrate minimum levels of proficiency in the various activities. A student may be required to enroll in an activity course in any area of weakness. Taught by a team composed of members of both the men's and women's physical education departments. Meets for two periods daily. (Either HPER 151 or 152 may be replaced with 5 semester hours of different activity courses, with permission of department head.)

160 — Personal Health **2 hrs. cr.**

Study of some health problems of the individual, body mechanics, nutrition, quackery, science disease, sex hygiene, mental hygiene, and the cause and prevention of common diseases. Not recommended for elementary education or physical education majors.

212 — First Aid and Safety **3 hrs. cr.**

Designed to complete the standard course of the American Red Cross in First Aid and to acquaint the student with materials for safety education in the home, school and community.

260 — Advanced Swimming and Water Safety **2 hrs. cr.**

Techniques of individual safety in water, methods of aiding a person in distress, rescue of a drowned person and resuscitation. Qualifies for senior life saving. Coed. Prerequisite: HPER 132, or average swimming ability.

311 — Physical Education for the Elementary School **2 hrs. cr.**

Study of the methods and materials needed in directing the activity program of games, skills, rhythm, and stunts for the elementary

school child. Designed for men and women who are candidates for the elementary teaching certificates.

312 — Elementary School Physical Education 2 hrs. cr.

Intended for physical education teachers in the elementary grades. Emphasis is placed upon curriculum development, evaluation, organization of instructional supervision and instructional materials. (P.E. majors only)

**330 — Methods of Teaching Secondary School
Physical Education**

Lectures, demonstrations, small group work, individual conferences, opportunity for participation in teaching physical education activities in the secondary school. (See Educ 330)

340 — Organization of Adapted Physical Education 3 hrs. cr.

Study of the means used to provide a physical education program to fit the needs of the physically handicapped.

342 — Kinesiology 3 hrs. cr.

Study of body movement, posture, muscular exercise, and of selected physical limitations. Development of a program of preventive and corrective measures for the typical student is considered. Emphasis is placed on the muscles of the body and their function. Prerequisite: Bio 221 or equivalent.

350 — Care and Prevention of Injuries 3 hrs. cr.

Laboratory experiences in the care of athletic injuries. Designed to meet Red Cross First Aid requirements. Open to men only. Prerequisites: Biol 221 and HPER 342. May be taken concurrently with HPER 342.

352 — Rhythmic Form and Analysis 2 hrs. cr.

Analysis of dance forms showing how complex music and dance forms are evolved. Prerequisite: Activity course in dance.

370 — School and Community Health Education 3 hrs. cr.

Study of the services, facilities, and equipment needed for school and community as they relate to the health of the individual and of the groups. Should be taken by all elementary education and Physical Education majors in place of HPER 160.

391 — Recreational Leadership 3 hrs. cr.

Assists students in gaining a philosophy and understanding of recreation. Considers the practical application of methods, organization, and leadership in recreational activities.

**421, 422 — Teaching and Supervision
of Sports and Games I** (per sem) 3 hrs. cr.

A professional course designed for physical education teachers with emphasis on organizing, officiating, and performing of team sports.

431 — Administration of the Co-Curricular Programs in Physical Education 3 hrs. cr.

Study of the organization and management of the extra-class physical education program in schools; staff functions, student leadership, officiating, facilities, equipment, health and legal aspects. Emphasis on interscholastic, intramurals, play days, and sports days.

450 — Coaching of Basketball 2 hrs. cr.

Organization and management of the secondary school basketball program. Systems of offense and defense in basketball. Study of rules, training schedule, discussion of problems arising during training and regular playing season.

451 — Coaching Football 2 hrs. cr.

Attention to team play, systems of offense and defense, field strategy, discussion of rules, training and equipment.

452 — Coaching of Track and Spring Sports 2 hrs. cr.

Organization of administration and meets, coaching, physical conditioning and training for each event including track and field programs. Golf, tennis, and other spring inter-scholastic sports are also included.

462 — Coaching of Baseball 2 hrs. cr.

Organization and management of a school baseball program to individual techniques, team play and problems in coaching of baseball.

**470 — Organization and Administration of Health,
Physical Education and Recreation** 3 hrs. cr.

Organization and management of health and physical education in schools; scheduling, personnel, curriculum, finance, equipment, and facilities. Prerequisite: 10 hours P.E.

480 — Independent Study 1-3 hrs. cr.

Research of a problem or field study relating to physical education; material, content, credit and schedule to be arranged by the department head.

THE ACTIVITY PROGRAM IN PHYSICAL EDUCATION

The objective of the activity program in physical education is not necessarily physical fitness. Rather this program has the purpose of offering a program that will provide the student with the opportunity to develop a degree of skill sufficient to create interest and participation in this activity as leisure time during the adult years.

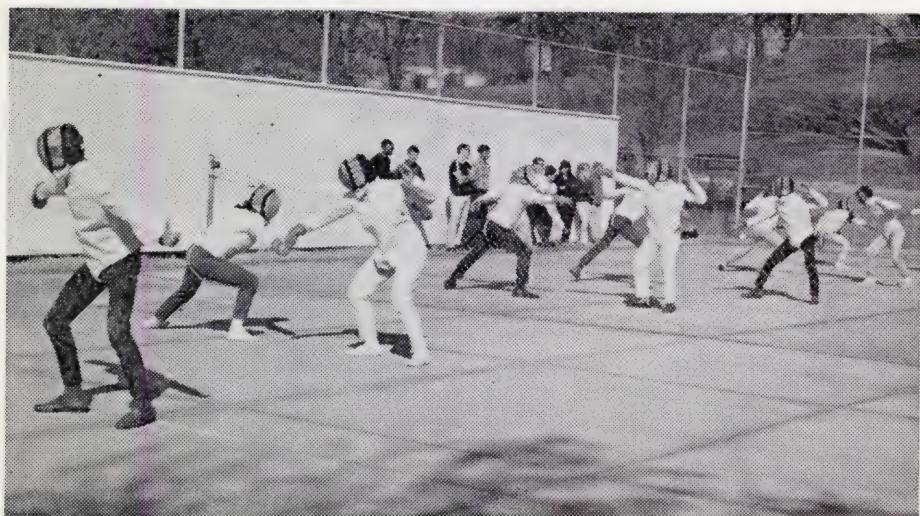
To insure exposure to the various recreational activities, the College requires freshman students to enroll for a physical education activity course or health education during each semester of their resident attendance until they have earned four semester hours of credit in this area. Physical education majors should enroll in HPER 151 and 152 during their freshman year. Both elementary education majors and physical education majors should take HPER 370 in their junior year in place of HPER 160 during their freshman year.

All freshman women and men should enroll in HPER 101 (physical education majors 151) during the first semester and HPER 102 (physical education majors 152) during the second semester. Students are required to complete two additional activity courses of their choice or to complete HPER 160.

Varsity athletes should also enroll in the sport of their choice which will replace any activity course requirement except HPER 101 and 102.

A uniform prescribed by the division is to be furnished by each student and is a course requirement.

Physically disabled students should take HPER 100.



ACTIVITY COURSES

Course No.		Hrs. Cr.
101M	Introduction to Physical Activities I	1
101W	Introduction to Physical Activities I	1
102M	Introduction to Physical Activities II	1
102W	Introduction to Physical Activities II	1
100C	Individual Physical Education	1-2
120C	Bowling and Golf	1
110	Tennis and Badminton	1
131	Elementary Swimming	1
132	Intermediate Swimming	1
141M	Touch Football, Speedball, Softball, Basketball ..	1
142	Track, Volleyball	1
150C	Social Dance	1
161M	Varsity Football	1
162M	Varsity Basketball	1
171M	Varsity Cross Country	1
172M	Varsity Track and Field	1
180M	Varsity Golf	1
182M	Varsity Baseball	1
192M	Varsity Tennis	1
231C	Elementary Gymnastics and Tumbling	1
232C	Intermediate Gymnastics	1
240	Fencing and Archery	1
242	Wrestling, Weight Training, Boxing	1
252	Recreational Activities	1
262	Intermediate Ballroom Dance	1
272	Intermediate Folk Dance	1
281	Elementary Modern Dance	1
282	Intermediate Modern Dance	1

Unless otherwise noted, courses listed above have separate sections for women and men. The letters M, W, and C will be added to the course number of the schedule to indicate the designated sections. M indicates the course is for men only. W indicates the course is for women only. C indicates the course is coed.

HISTORY

Division of Social Science

Gockel, Hart, Holman, Hughes, Markman

Students who plan to do graduate study after completing the baccalaureate degree and/or who plan to enter government or community service will want to take the Bachelor of Arts degree. A history major for this degree consists of 30 semester hours. The required courses are: Hist 110, Hist 200, Hist 201, Hist 301, 302 and Hist 321. The balance of courses elected to complete the major must be equally divided between United States History and other than United States History. In addition to the courses in history, the following courses from supporting areas are required: Geog 211, Phil 201, P.Sc 120, P.Sc 210, P.Sc 312, and P.Sc 322.

A social science major for the Bachelor of Science in Education degree, with an emphasis in history, consists of 49 semester hours. (Plan B must be followed with this major; see Education, page 75.) The required courses are: Hist 200, Hist 301, 302, Hist 331, Econ 202, Geog 211, Geog 212, P.Sc 120, P.Sc 210, Soc 110, and Soc 311.

110 — History of the United States

5 hrs. cr.

The foundations of American Nationality, with emphasis on the European heritage, evolution of colonial and national institutions, social and intellectual problems and the war between the states; the post-Civil War period with emphasis on the development of labor, farm, and business organizations, the growth of the progressive tradition in politics and the United States' involvement in contemporary world affairs.

200 — Western Civilization

5 hrs. cr.

An analysis of the process of Western history from the earliest times to the present.

201, 202 — Modern European History

(per sem.) 3 hrs. cr.

(201) 1500 to 1815, Europe from the Renaissance and Reformation to Waterloo, with emphasis upon the origin and development of modern national states; (202) 1815 to present, with emphasis upon the origin and development of international conflict in the 20th century.

301, 302 — Social and Intellectual History of the United States

(per sem) 3 hrs. cr.

(301) Thoughts and ideas that have determined United States intellectual, cultural, and social life to 1877; (302) 1877 to the present. Prerequisite: Hist 110.

321 — Ancient History	3 hrs. cr.
The institutional and cultural development of ancient lands in and near the Mediterranean. Prerequisite: Hist 200.	
322 — Medieval History	3 hrs. cr.
European development from the fall of Rome to the age of exploration. Prerequisite: Hist 200.	
331 — Economic History of the United States	3 hrs. cr.
Development of the American economy since the Civil War. Prerequisite: Sophomore standing.	
332 — Diplomatic History of the United States	3 hrs. cr.
History of the United States foreign policy, 1789 to present. Prerequisite: Hist 110, 201, or 202.	
401, 402 — Readings in History	(per sem.) 1-3 hrs. cr.
Individual studies in particular areas of history. Prerequisite: Hist 110 and 200.	
411, 412 — European Intellectual History	(per sem.) 3 hrs. cr.
(411) The foundations of modern thought in Europe from the Enlightenment to 1870; (412) Trends in European thinking since 1870. Prerequisite: Hist 200, 201, and 202.	
421 — History of England	3 hrs. cr.
A study of the rise and development of the English people and their institutions. Prerequisite: Hist 200, 201 or 202.	
432 — History of a Modern Nation	3 hrs. cr.
Political, social, economic, and intellectual survey of a country. (Country may be changed from year to year.) Prerequisite: 6 hours in upper Division History.	
461 — English Legal and Constitutional History	3 hrs. cr.
The development of English political and legal institutions with emphasis on the Anglo-Norman background, the rise of parliament, Tudor absolutism, the Stuart period of revolution, development of the Cabinet, nineteenth century democratization, and evaluations resulting from the crises of the twentieth century.	
471 — Far Eastern History	5 hrs. cr.
A survey of the history of Asia with emphasis on the development of modern China, Japan, and India. Prerequisite: 6 hours in upper Division History.	

JOURNALISM

Division of Humanities and Fine Arts

Murray

The journalism program provides training for the student desiring to work in the communications media, for the education major who will advise newspaper and yearbook staffs, and for the student who plans to transfer to a school of journalism. While pursuing a bachelor's degree at Missouri Southern, a student may accumulate 26 hours in journalism. The education major can qualify for state certification. The student headed for a journalism school can test his interest in a career in this field by enrolling in a course or two and by working on the college newspaper, **The Chart**.

To receive the Bachelor of Arts degree with a major in English and a minor in journalism, the student must complete the English major requirements and 21 hours in the supportive area of journalism, as approved by the Division Chairman.

To receive the Bachelor of Science in Education degree with a major in English and certification in journalism, the student must complete the requirements for a major in English and accumulate 15 hours in the supportive area of journalism, as approved by the Division Chairman.

Students expecting admission to a school of journalism their junior year should follow the schedule recommended for the freshman and sophomore years of candidates for a Bachelor of Science in Education degree with a major in English. They must have 13 hours in one foreign language and principles of economics.

111 — News Writing

3 hrs. cr.

A study of news of some complexity; editing, copy reading, and proofreading. Practical work on the college newspaper, **The Chart**. Prerequisite: Consent of instructor.

121 — Mass Communications

2 hrs. cr.

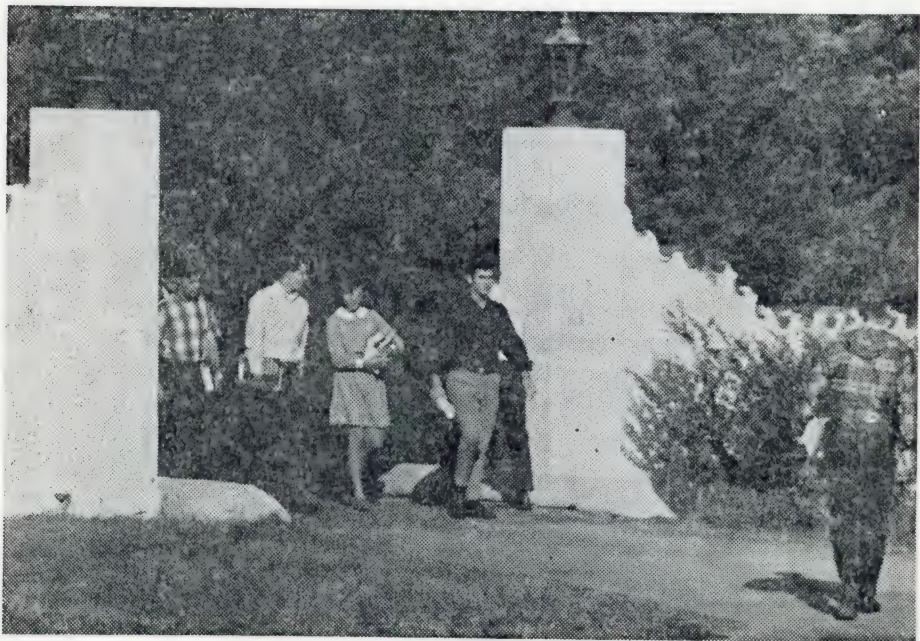
A study of the history and development of the mass communications industry and its role in the political, social, and economic life of the present. Brief study of the professional requirements and vocational opportunities in the field of journalism.

220 — Practical Journalism

3 hrs. cr.

Application of journalistic principles to the college newspaper. One hour of credit each term for a maximum of three terms. Prerequisite: Jour 111 or consent of instructor.

- 231 — Feature Writing** **3 hrs. cr.**
Advanced course in writing special articles for newspapers and magazines. Practical work on college publications. Prerequisite: Jour 112 or consent of instructor.
- 232 — Editorial Writing** **3 hrs. cr.**
An analysis of editorials appearing in responsible publications and the writing of editorials of some maturity.
- 241 — Radio and Television News Writing** **3 hrs. cr.**
Techniques of preparing radio and television newscasts, including reporting, writing, editing, and illustrating newscasts. Prerequisite: Jour 111, Speech 201.
- 302 — Photo-Journalism** **3 hrs. cr.**
Theory and practice of photo-journalism. Study of technical and communications aspects of photography and their application to news media. Prerequisite: Jour 111.
- 312 — Publication Principles** **2 hrs. cr.**
Editorial and production practices of trade journals and publications of church, school, and business. Special emphasis on high school newspapers and yearbooks.
- 320 — Advertising** **3 hrs. cr.**
(See Business, Mktg 302)



MARKETING AND MANAGEMENT

Division of Business and Economics

Larimore, Perrett

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree with the Marketing and Management approach. In the same place find the requirements for the Bachelor of Science in Education degree with a Business Education major.

The requirements for the Semi-Professional and Technical Programs leading to Certificates of Achievement and Associate of Science degrees are found on pages 131, 132.

90 — Introduction to Human Relations in Personnel Management

3 hrs. cr.

An introductory course in human relations with applications of the dynamics of human behavior to industrial situations. Will not substitute for Personnel Management (MM 352) or apply to baccalaureate degree programs. Prerequisite: None. Offered in the Evening College only.

300 — Principles of Marketing

3 hrs. cr.

A survey of the major marketing methods, institutions and practices. The subjects of retailing, wholesaling, distribution channels, marketing legislation, advertising, cooperative marketing, pricing, marketing research and marketing cost are treated from the standpoint of consumers, middlemen, and manufacturers. Prerequisite: Econ 201 and 202.

312 — Retailing

3 hrs. cr.

Principles of successful retail management; analytical and research methods applicable to problems of retail management. Prerequisite: MM 300.

350 — Business Organization and Management

3 hrs. cr.

A course in business organization and management with application of concepts and techniques to specific, realistic case situations. Prerequisite: GB 101.

352 — Personnel Management

3 hrs. cr.

332 - Personnel Management A study of the principles and practices of management with emphasis on the human factors, including procurement, development and maintenance of an effective work force. Prerequisite: MM 350 or consent of instructor.

401 — Advertising **3 hrs. cr.**

Description of fundamental advertising principles and their application in mass marketing. Analysis of advertising media, the preparation of advertising, and formulation of campaigns. Prerequisite: MM 300.

412 — Marketing Management **3 hrs. cr.**

Managerial aspects of marketing; problems involved in investigations of markets, planning the sales effort, management of sales and service personnel, and control of sales operations. Prerequisite: MM 350 and MM 300.

431 — Production Management **3 hrs. cr.**

Principles and decision analysis related to the effective utilization of the factors of production in manufacturing activities for both intermittent and continuous systems. The study of production organizations, analytical models and methods, facilities design, and the design of control systems for production operations. Prerequisite: MM 350.

452 — Business Policy **3 hrs. cr.**

An integrating course cutting across all fields of business administration. Cases pertaining to top management decision making are used. Prerequisite: MM 350.



MATHEMATICS

Division of Natural Sciences and Mathematics

Boehning, Jensen, Kendrick, Martin, McCormick, Sloan

A major for the Bachelor of Science degree consists of 36 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, plus 18 upper division elective hours in mathematics. In addition, 18 elective hours in the physical sciences are required.

A major for the Bachelor of Science in Education with mathematics as one teaching field (Plan B) consists of a total of 40 semester hours, 10 of which are in physical science. The required courses are: Math 150, Math 250, Math 260, Math 300, and 12 elective upper division hours in mathematics. In addition, 10 elective hours in the physical sciences are required.

A major for the Bachelor of Science in Education degree with mathematics as one of two teaching fields (Plan A) consists of ~~27~~ 30 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, and 9 elective upper division hours in mathematics.

20 — Programmed Course in Beginning Algebra **2 hrs. cr.**

30 — Programmed Course in Intermediate Algebra **2 hrs. cr.**

Note: No more than 3 hours credit in programmed courses will count toward an associate degree and no credit will be given toward the baccalaureate degree.

100 — Slide Rule **1 hr. cr.**

A laboratory course in the use of a log-log rule. Meets two hours a week. Prerequisite: Trigonometry or concurrent enrollment in Math 112 or 140.

110 — Introduction to College Mathematics I **3 hrs. cr.**

Basic college mathematics with an introduction to sets and the logic of algebra. This course satisfies the requirement in mathematics for general education. Prerequisite: One year of high school algebra and satisfactory score on the Mathematics Placement Test.

112 — Trigonometry **2 hrs. cr.**

Study of trigonometric functions. Prerequisite: One and one half units of high school algebra, one unit high school geometry or permission of the instructor, and satisfactory score on the Mathematics Placement Test.

120 — Introduction to College Mathematics II **3 hrs. cr.**

A continuation of Math 110. Sets of points, systems of numeration, metric geometry, modular systems, relations and functions, probability. Recommended for prospective elementary teachers. Prerequisite: Math 110.

130 — College Algebra **3 hrs. cr.**

A course for students **not** majoring in the fields of math, science or engineering. Prerequisite: Two and one half units in high school math including geometry, or Math 30 or 110, and a satisfactory score on the Mathematics Placement Test.

140 — Algebra and Trigonometry **5 hrs. cr.**

This course is the equivalent of Math 112 and Math 130. Prerequisite: Three years of high school mathematics and satisfactory score on Mathematics Placement Test. Students not meeting these requirements must make a satisfactory score in Math 30 or 110.

142 — Introduction to Programming **2 hrs. cr.**

A study of digital computer systems, programming of a digital computer and the solution of problems. Prerequisite: Math 140.

150 — Calculus with Analytic Geometry I **5 hrs. cr.**

Differentiation and integration of algebraic and trigonometric functions, and plane analytic geometry using vectors. Prerequisite: Math 140 with a grade of C, or four units of high school mathematics and a satisfactory score on the Mathematics Placement Test.

250 — Calculus with Analytic Geometry II **5 hrs. cr.**

Differentiation and integration of transcendental functions, polar coordinates, theory of limits, parametric equations. Applications to physical problems. Prerequisite: Math 150 with a grade of C.

260 — Calculus with Analytic Geometry III **5 hrs. cr.**

Solid analytic geometry, infinite series, partial differentiation and multiple integrals. Prerequisite: Math 250.

271 — Selected Topics in Mathematics **1 hr. cr.**

A course to enrich the student's knowledge and promote his interest in various areas of mathematics, especially in the area of modern mathematics. Recommended for all Math majors. Prerequisite: Math 150.

300 — Fundamentals of Mathematical Thought **3 hrs. cr.**

An introduction to modern algebra and analysis. Sets, relations, functions, logical development of number systems, introduction to theory of groups, rings, integral domains, and fields. Prerequisite or corequisite: Math 260.

312 — Problems of Teaching Arithmetic in the Elementary Schools **2 hrs. cr.**

Presents purposes, techniques, materials. Also observation of arithmetic classes in public schools. Prerequisite: Math 110 or an equivalent course.

322 — Differential Equations **3 hrs. cr.**

Standard types of ordinary differential equations of the first and second order, linear equations with constant coefficients and applications to geometry and physical science. Prerequisite: Math 260.

330 — Teaching of Mathematics in the Secondary Schools **2 hrs. cr.**

(See Education 330 for description)

332 — Geometry **3 hrs. cr.**

Concentrated Euclidian geometry theory from a modern axiomatic viewpoint. Includes an introduction to projective and differential geometry. Recommended for prospective secondary mathematics teachers. Prerequisite: Math 250.

342 — Abstract Algebra **3 hrs. cr.**

Number theory, equivalence and congruence, theory of groups, rings, ideals, integral domains, and fields. Prerequisite or corequisite: Math 300.

351 — Linear Algebra **3 hrs. cr.**

The algebra of linear equations and matrices, vector spaces, linear mappings and transformations, determinants, bilinear and quadratic forms, linear functionals, vector inner products and cross products. Prerequisite or corequisite: Math 300.

361 — Probability and Statistics **3 hrs. cr.**

Introduction to theory of probability and statistics using concepts and methods of calculus. The binomial and Poisson probability measures. The central limit theorem. Prerequisite: Math 260.

412 — Vector Analysis **3 hrs. cr.**

Vector spaces, linear transformations, determinants, eigenvalues and diagonalization of symmetric matrices, curl, divergence, gradient, multiple integrals, and the theorems of Green, Gauss, and Stokes. Prerequisite: Math 260.

421 — Advanced Calculus I **3 hrs. cr.**

A rigorous review of elementary calculus: Real number systems, continuous functions, functions of several variables, implicit functions. Prerequisite or corequisite: Math 300.

422 — Advanced Calculus II**3 hrs. cr.**

Coordinate transformations, vectors, multiple integrals, Green's theorem, theory of integration, differential equations, Fourier Series. Emphasis on theory rather than applications. Prerequisite: Math 421.

431 — Numerical Analysis**3 hrs. cr.**

Digital computer programming, finite differences, numerical integration, matrix computation, numerical solution of non-linear differential equations. Solution of many problems on a digital computer. Prerequisite or corequisite: Math 322.

490 — Independent Study**1-3 hrs. cr.**

Directed study according to the needs of the advanced student. Topics taught are not available in other scheduled courses. Prerequisite: Permission of the instructor.



MUSIC

Division of Humanities and Fine Arts

D. Johnson, Sovereign, Taylor

The Department of Music offers courses leading to the degrees of Bachelor of Arts and Bachelor of Science in Education in either vocal or instrumental music. The Bachelor of Arts degree includes 37 hours of music. Required courses are Music 111-112, Music 221-222, Music 351-352, Music 421, Music 431, Music Ensemble, and 10 semester hours of Applied Music. Supporting courses may include 9 hours music.

The Bachelor of Science in Education degree with instrumental music as one teaching field (Plan B) includes 48 semester hours of music. Required courses are Music 111-112, Music 221-222, Music 134-135, Music 136-137, Music 181, Music 182, Music 431, Music 351, 352, Music 131, 132, Music 133, Music 211, Large Instrumental Ensemble, and 10 semester hours of Applied Music.

The Bachelor of Science in Education degree with vocal music as one teaching field (Plan B) includes 43 semester hours of music. Required courses are Music 111-112, Music 221-222, Music 181, Music 182, Music 421, Music 351, 352, Large Vocal Ensemble, and 10 semester hours of Applied Music.

Both instrumental and vocal majors must take a Piano Proficiency Examination during the second semester of the sophomore year. Should a student fail the examination, he must take piano for no credit, considering it his minor instrument until he has passed the examination.

The performing ensembles of the music department include the College Chorale, the College-Community Symphony Orchestra, the Concert Band, the Lab Band, the Vocal Ensemble, and the College-Community Choral Society. In addition to frequent performances by these groups, student recitals are held regularly.

The student must meet department requirements for recital attendance and recital appearance, including a senior recital or joint-recital.

The instrumental major must perform in a large instrumental ensemble, and the vocal major must perform in a large vocal ensemble during every semester of residency.

Students wishing to be certified to teach in both secondary and elementary schools may do so by adding the following courses: Music 260 and Psychology 200.

110 — Music Appreciation 3 hrs. cr.

Designed to give the non-music major an insight into musical masterpieces from all eras of music literature. No credit for music majors.

111-112 — Music Theory (per sem.) 3 hrs. cr.

(111) Intensive study of basic materials of music developed through melodic, rhythmic, and harmonic dictation, sight-singing, keyboard and written harmony. Triads, their inversions and connections. For music majors. Others by consent of the instructor; (112) Includes seventh chords and their inversions and non-harmonic tones. Intensive work in ear-training and keyboard harmony. Prerequisite: Music 111. Five meetings per week.

121, 122 — Choir (per sem.) 1 hr. cr.

Open to all college students by audition only. Preparation and performance of great choral works. Prerequisite: Permission of the instructor.

141, 142 — Lab Band 1 hr. cr.

A stage band open to all college students who are qualified instrumentalists. The Lab Band will prepare and present several concerts during the year, while dealing primarily with music of the jazz idiom. Prerequisite: Permission of the instructor.

151, 152 — Orchestra 1 hr. cr.

Open to all college students who play an orchestral instrument. The orchestra will present five public concerts each year, performing standard orchestral literature. Prerequisite: Permission of the instructor.

161, 162 — Vocal Ensemble 1 hr. cr.

Small select ensemble from the membership of the college choir. Performs all literature from madrigal to modern music, written for small vocal ensemble. Prerequisite: Membership in choir.

171, 172 — Brass Choir 1 hr. cr.

Performance of literature for brass ensemble. Open to all qualified students. One meeting per week.

180 — Choral Society no credit

Open to all college students and area adults. The purpose of this course is to offer choral experiences for all college students and adults not eligible for the Chorale. Concerts will be scheduled throughout the year at the discretion of the conductor.

181 — Choral Conducting Techniques	1 hr. cr.
Technique of baton, factors in interpretation, score reading, rehearsal procedures for choral organizations, program building, and public appearances.	
182 — Instrumental Conducting Techniques	1 hr. cr.
Technique of baton, factors in interpretation, score reading, rehearsal procedures for instrumental organizations, program building, and public appearances. Laboratory work with the college Concert Band and Orchestra.	
191, 192 — Concert Band	(per sem.) 1 hr. cr.
Open to all college students who play a band instrument. Presents public concerts; functions as a "pep band" at school activities. Prerequisite: Permission of instructor.	
211 — Marching Band Techniques	1 hr. cr.
Procedures used in organizing, promoting, drilling, transporting, uniforming, and sustaining a high school marching band. Deals with problems in charting a half time show and the coordinating of suitable music.	
221-222 — Music Theory	(per sem.) 3 hrs. cr.
(221) Altered chords and modulation. Advanced work in ear-training and keyboard harmony. Introduction to contemporary techniques and composition in simple forms; (222) Modal harmony. Advanced part-writing procedures. Emphasis on keyboard harmony. Prerequisite: Mus 112. Five meetings per week.	
262 — Music for the Elementary School	3 hrs. cr.
Emphasis on methods of teaching music in the elementary classroom and a study of materials to be used.	
342 — Methods of Teaching Secondary School Music	2 hrs. cr.
Methods and materials used in teaching instrumental and choral music in junior high and high school. (See Educ 392)	
351, 352 — History of Music	(per sem.) 3 hrs. cr.
(351) General survey of history of music from Greek period to 18th century; (352) From 18th century to the present. Score reading required.	
421 — Form and Analysis	3 hrs. cr.
Harmonic and form analysis of compositions from classic era, formal analysis of compositions from pre-classic era, and introduction to contemporary principles. Prerequisite: Music 222.	

431 — Orchestration**2 hrs. cr.**

Capacities of orchestral instruments. Scoring for various orchestral combinations, including full orchestra. Prerequisite: Music 222.

131 to 137 — Instrumental and Vocal Techniques**1 hr. cr.**

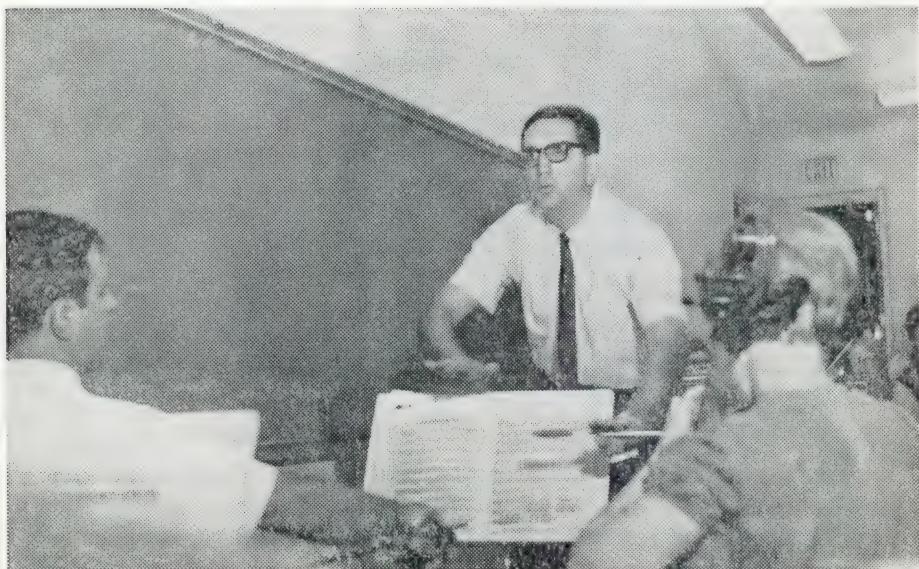
- 131 Brass Techniques
- 132 Brass Techniques
- 133 Percussion Techniques
- 134 String Techniques
- 135 String Techniques
- 136 Woodwind Techniques
- 137 Woodwind Techniques

Class instruction in the orchestral and band instruments, including a study of methods and materials to be used in the teaching of a beginning student. Given on a laboratory basis with two recitations a week.

101 to 408 — Applied Music**1-2 hrs. cr.**

- 101
- 102
- 203
- 204
- 305
- 306
- 407
- 408

Private instruction in piano, organ, voice, trumpet, trombone, French horn, violin, viola, cello, double bass, flute, clarinet, oboe, saxophone, bassoon, and percussion. Credit variable. One hour lessons per week in major. Jury examination required. Lessons by arrangement with approved instructors.



NURSING

Division of Semi-Professional and Technical Education

Vediz, Ferry, Jacobs, Rea, Sears

Missouri Southern College offers a nursing program leading to an Associate of Science Degree. Graduates of this program are eligible to take the Missouri State Board of Nursing Examinations for a license as a Registered Nurse (R.N.). This program is accredited by the Missouri State Board of Nursing.

This program prepares students to give care to patients as beginning general staff nurses. They are also prepared to share responsibility for care of patients with members of nursing and other allied health teams.

The Associate degree Nursing Program is designed to fulfill the educational needs of qualified high school graduates who want to prepare for nursing in a relatively short time and who want to study in a multi-purpose collegiate institution where they share the responsibilities, privileges, and intellectual and social experiences with all other students.

Applicants whose background in the sciences is deficient, especially the Biological Sciences, will be required to successfully complete a course in General Zoology, or the equivalent, before being considered for admission to the nursing curriculum.

The Associate of Science in Nursing degree consists of a minimum of 72 semester hours. The required courses include Nursing 100, Nursing 120, Nursing 130, Nursing 140, Nursing 210, Nursing 220, Nursing 230, and Nursing 240. In addition each student is expected to complete Bio 221, English 101 and 102, Soc 110, HPER 101 and 102, Chem 100, Psy 100, Bio 231, Hist 110, and Spch 100.

100 — Fundamentals of Nursing

5 hrs. cr.

A course designed to orient the student to the role of the professional nurse. Includes ethics, history of nursing, personal hygiene, nutrition, medical asepsis, and medications. The approach is to introduce the student to the role of the nurse in meeting needs common to all patients and to the privileges and responsibilities of the professional nurse. The student is given an opportunity to acquire knowledge, skill, and attitudes essential for the practitioner of nursing, based on principles of physical, biological and behavioral science. Pre and post conferences with supervised practice. Three hours lecture a week. Eight hours laboratory.

120 — Medical and Surgical Nursing I 8 hrs. cr.

Theory and supervised practice are provided for nursing care of adults, pre-, intro-, and post-operatively; of patients with long-term and rehabilitative needs, those receiving radiation, and those with neo-plasms as they occur in various anatomic locations. Experience for each student is varied to include both medical and surgical conditions. Includes pharmacology, diet therapy, and emergency nursing. Pre and post conferences with supervised practice. Five hours class a week. Twelve hours clinical laboratory. Prerequisite: Fundamentals of Nursing.

130 — Psychiatric Nursing 4 hrs. cr.

This course is planned to help the student develop an understanding of the general principles of psychiatric nursing. Supervised practice in the applications of these principles is provided with pre and post conference with students. Includes the prevention of illness and rehabilitation with pharmacology and diet therapy integrated. Four hours lecture; 16 hours clinical laboratory, offered in summer only.

140 — Growth and Development 3 hrs. cr.

A study of physical, mental and emotional development from conception, infancy through senescence. Concepts and principles basic to understanding of human development and human relations. Summer Course.

210 — Maternal and Child Health 8 hrs. cr.

This is a family centered course with emphasis on normal aspects of the maternity cycle, prevention of complications, the nurse's role as a health teacher. Emphasis is on individualized care in health and disease. A variety of teaching methods and resources are utilized in the classroom. The supervised practice in the clinical area includes pre and post conferences. Child care centers, clinics and physicians' offices are expected to be utilized in supplementing clinical facilities. Pharmacology, normal nutrition and diet therapy integrated. Based on principles of physical, biological and behavioral sciences. Five hours a week; 12 hours laboratory.

220 — Nursing Trends I 1 hr. cr.

A survey of nursing with particular references to contemporary movements in international nursing, legislation, professional organizations, and in nursing literature. One hour theory each week.

230 — Nursing Trends II 1 hr. cr.

A continuation of Nursing Trends I. Includes preparation for licensure, employment, financial programming of graduate life. One hour theory each week.

240 — Medical and Surgical Nursing II

8 hrs. cr.

This course is designed to provide information to enable the student to further develop knowledge and skills necessary to provide nursing care to meet the individual needs of patients. Major health problems are studied with consideration of scope, prevention, diagnosis, treatment, rehabilitation, and nursing care. Consideration is given to deviation from normal growth and development which predisposes to illness, psychological, cultural, and socio-economic factors which may cause, complicate, or affect the patient's treatment. Supervised practice is provided for nursing care of medical and surgical patients which offer the following experience: Infectious diseases, psychosomatic disorders, allergic reactions, neuromusculoskeletal impairment and metabolic dysfunction. Includes pharmacology, diet therapy and emergency nursing. Five hours class theory; 12 hours clinical experience.



OFFICE ADMINISTRATION

Division of Business and Economics

Compton, Cowan, Miner

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree and a Bachelor of Science in Business Education degree.

The requirements for the Semi-Professional and Technical Programs leading to Certificates of Achievement and Associate of Science degrees are found on pages 131, 132.

101 — Elementary Typewriting **3 hrs. cr.**

The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and simple tabulation.

102 — Intermediate Typewriting **3 hrs. cr.**

This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscript and tabulations are also studied. Minimum requirement for passing is the ability to type 40 words per minute for ten minutes with the 5-error limit. Prerequisite: OA 101 or a good knowledge of the keyboard.

111 — Elementary Shorthand **3 hrs. cr.**

A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school. Typewriting should precede or parallel the course. Class meets five days per week.

120 — Intermediate Shorthand **3 hrs. cr.**

A dictation course in which the theory has been completed. It is a review of theory, and special attention will be given to developing efficient transcription procedures. Dictation will range from 60 to 100 words per minute. The minimum speed requirement by the end of the semester is to write at least 80 words per minute with 95 per cent accuracy. Prerequisite: OA 111 or any course in which the theory has been completed.

200 — Advanced Typewriting **3 hrs. cr.**

Production of mailable letters, manuscripts, reports, addressing envelopes, business forms and legal typing is emphasized. Minimum passing requirement is 60 words per minute for ten minutes with the 5 error limit. Prerequisite: OA 102 or the ability to type 40 words per minute and a knowledge of letter writing.

210 — Advanced Shorthand **3 hrs. cr.**

The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minute. The minimum requirement by the end of the semester is at least 100 words per minute with 95 per cent or more accuracy. Prerequisite: OA 120 or the ability to take dictation at 80 words per minute.

220 — Dictation and Transcription **3 hrs. cr.**

This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement by the end of the semester is at least 120 words per minute with at least 95 per cent accuracy.

230 — Secretarial Procedures **3 hrs. cr.**

Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, using the telephone, etc. The student receives instructions in the use of present day filing systems and their application to the various types of business. This course is offered for sophomores in the Office Administration curriculum. Freshmen may be admitted by permission of the instructor.

330 — Methods of Teaching Business **2 hrs. cr.**

Special methods of instruction problems, and difficulties peculiar to the teaching of each business subject; presentation of subject matter; content and arrangement of material, organization and administration. Prerequisite: At least one course in Education and one course in psychology. Two hours credit in Education (See Educ 330).

PHILOSOPHY

Division of Humanities and Fine Arts

201 — Introduction to Philosophy **3 hrs. Cr.**

Comparative survey of major types of philosophy, and of representative problems in philosophy.

212 — Ethics **3 hrs. cr.**

Exploration of the problem of value, personal moral attitudes and standards, comparative survey of major ethical systems, and evaluation of the chief ethical struggles in contemporary society.

PHYSICS

Division of Natural Sciences and Mathematics

Cragin, Jensen, Sloan, Strobel

A major for the Bachelor of Science in Education degree with physics as a single teaching field (Plan B) consists of 30 semester hours of physics plus 18 hours in supporting subjects. The required courses are: Phys 250, Phys 260, Phys 322, Phys 331, Phys 351, Phys 362, Phys 371, Math 150, Math 250, Math 260, and Math 322. Five additional elective hours in physics are also required. (Note: Phys 100, Phys 151, Phys 152, Phys 272, and Phys 282 do not count toward a physics major but will count toward the 124 hours required for a baccalaureate degree.)

A major for the Bachelor of Science in Education degree with physics as one of two teaching fields (Plan A) consists of 22 semester hours of physics plus 18 hours in supporting subjects. The required courses are: Phys 250, Phys 260, Phys 322, Phys 362 or 371, Math 150, Math 250, and Math 260. Additional course requirements include: 6 elective, upper division hours in physics and 3 hours in an elective science.

100 — Fundamentals of Physical Science 5 hrs. cr.

Includes the basic concepts in fundamentals of physics, chemistry, and other physical sciences. Lecture, laboratory and demonstration periods.

151 — Elementary College Physics I 5 hrs. cr.

Study of mechanics, properties of matter, heat, wave motion and sound. Four hours of lecture and one two-hour laboratory per week. Prerequisites: Math 140 or Math 130 and permission of instructor.

152 — Elementary College Physics II 3 hrs. cr.

Study of electricity, magnetism, light and topics from modern physics. Two hours of lecture and one two-hour laboratory per week. Prerequisite: Phys 151.

250 — General Physics I 5 hrs. cr.

Includes the study of mechanics, properties of matter, heat, wave motion and sound. The conservation laws of physics are emphasized. Four hours of lecture and one three-hour laboratory per week. Prerequisite: Math 150. Corequisite: Math 250.

260 — General Physics II 5 hrs. cr.

A study of electricity, magnetism, and light, with introductions to quantum properties of radiation and matter. Four hours of lecture

and one three-hour laboratory per week. Prerequisite: Phys 250. Corequisite: Math 260.

272 — Statics

3 hrs. cr.

The principles of mechanics as applied to problems of engineering in which the structures under consideration are in static equilibrium. Prerequisite: Phys 250. Corequisite: Math 260.

282 — Fundamentals of Electrical Engineering

3 hrs. cr.

D.C. networks; branch currents, loop currents and nodal methods; Norton's and Thevenin's theorems; simple magnetic circuits; inductance, capacitance. Three lecture hours per week. Prerequisite: Phys 260, or should be taken concurrently.

322 — Atomic and Nuclear Physics

3 hrs. cr.

A study of electrons, photo-electricity, relativity, quantum theory, positive rays, X-rays, elementary spectroscopy, radioactivity, atomic and nuclear structure, nuclear structure, nuclear energy, and fundamental particles. This course is designed for physics majors and engineering majors. Three hours of lecture per week. Prerequisites: Math 260 and Phys 260.

331 — Analytical Mechanics

3 hrs. cr.

Kinematics and dynamics of particles and systems of particles including the harmonic oscillator, potential functions, conservative fields of force, central force motion, energy, gravitation, rigid bodies and an introduction to the mechanics of continuous media. Three hours of lecture per week. Prerequisites: Math 260 and Phys 260.

342 — Heat and Thermodynamics

3 hrs. cr.

Temperature, transfer of heat, laws of thermodynamics, entropy, enthalpy, reversibility and irreversibility, thermal properties of materials, low temperature physics, change of phase, and kinetic theory. Three hours of lecture per week. Prerequisites: Math 260 and Phys 260.

351 — Electricity and Magnetism

3 hrs. cr.

Includes study of electrostatic forces, electric fields, electric potential, properties of conductors and dielectrics, magnetic fields, magnetic properties of matter, induced electromotive force, electric circuits, Maxwell's equations, and electromagnetic waves. Three hours of lecture per week. Prerequisites: Math 260 and Phys 260.

352 — Physical Optics

3 hrs. cr.

Wave motion, Huygen's principle and theories of light are studied. Analytical study of polarization, reflection, refraction, diffraction, dispersion, crystal optics, and electromagnetic theory of

light is included. Three hours of lecture per week. Prerequisites: Math 260 and Phys 260.

362 — Intermediate Physics Laboratory **3 hrs. cr.**

Experiments in mechanics, including mechanical wave phenomena, heat transfer, thermodynamic measurements, electrical measurements, precision calibration of electrical instruments, and geometrical and physical optics. Prerequisite or corequisite: Phys 322.

371 — Modern Physics Laboratory **3 hrs. cr.**

Experiments in ionization potentials, photoelectric effect, spectroscopy, detection and properties of nuclear radiation, and measurements of the charge and mass of the electron. Prerequisite: Phys 322.

422 — Nuclear Physics **3 hrs. cr.**

Radioactivity, nuclear stability, nuclear forces, nuclear structure, fission, fusion, dynamics of nuclear reactions, nuclear energy, neutron physics, particle accelerators and fundamental particles. Three hours of lecture per week. Prerequisite: Phys 322.

POLITICAL SCIENCE

Division of Social Science

Ahmed, Renner, St. Clair

A major for the Bachelor of Arts degree consists of 30 semester hours. Certain courses in supporting areas are also required. Required political science courses are: P Sc 120, P Sc 210, P Sc 301, P Sc 312, P Sc 221 or 222, P Sc 322, P Sc 332, P Sc 441, 442, P Sc 451 or 342, and P Sc 452. Required supporting courses are: Econ 202, Geo 201, Hist 200, Phil 201, and Soc 110.

A social science major for the Bachelor of Science in Education degree, with an emphasis in Political Science (Plan B) consists of 47 semester hours. The required courses are: P Sc 120, P Sc 210, P Sc 221 or 222, Econ 202, Geo 201, Geo 212, Hist 200, Hist 202, Hist 331, Hist 421, Soc 110, and Soc 311. To complete the major, select five upper division hours in Political Science and five upper division hours in American History.

120 — United States Government **3 hrs. cr.**

Studies the theories, objectives, problems, and organization of United States government and state governments (specifically the State of Missouri).

131 — United Nations **1 hr. cr.**

Examines the structure, capabilities, values and limitations of the United Nations.

- 210 — State and Local Government** **2 hrs. cr.**
The general structure, operation and problems of state and local governments.
- 221 — International Relations** **3 hrs. cr.**
Contemporary International affairs, control of national foreign policies and competition and cooperation in legal, political, economic and social fields.
- 222 — Current World Affairs** **3 hrs. cr.**
Examines the current world problems, their causes, results and possible solutions.
- 301 — Political Parties** **3 hrs. cr.**
A study of the development, organization, and operation of political parties in the United States.
- 312 — American Presidency** **3 hrs. cr.**
Explores the various roles of the President of the United States and the importance of the office.
- 322 — Comparative Government** **3 hrs. cr.**
An examination of the governments and politics of major countries in comparison with one another and with the United States.
- 332 — Political Theory** **3 hrs. cr.**
An examination of the political ideas which have developed the United States government.
- 342 — Municipal Government** **3 hrs. cr.**
Studies the structure, legal status, functions and organization of municipal government.
- 432 — English Legal and Constitutional History** **3 hrs. cr.**
(See History 461.)
- 441, 442 — Readings in Political Science** **(per sem.) 1-3 hrs. cr.**
The individual study in a particular area of political science.
- 451 — Public Administration** **3 hrs. cr.**
The concepts and practices of organizations and management in the executive departments of national, state, and local government; includes an analysis of bureaucracy, administrative theory, budgeting, personnel, and administrative leadership.
- 452 — Constitutional Law** **3 hrs. cr.**
The principles, nature, and meaning of the U. S. Constitution as determined by Supreme Court rulings; includes an analysis of the national court system, judicial review, federalism, separation of powers, commerce powers, taxing powers, contract clause, due process clause, equal protection clause, and civil liberties.

adviser

PSYCHOLOGY

Division of Education and Psychology

Dryer, Guilliams, Junkins, Niess, Starkey

A major for the Bachelor of Arts degree consists of 30 semester hours. A supporting area of 15 hours in biology and chemistry is also required. A supporting area of 15 hours in sociology or business is also available, but if selected, 10 hours of biology must accompany the 15 hours of sociology or business. Required courses in psychology are: Psy 100, Psy 231, Psy 312, Psy 451, Psy 452. A minor consists of 21 semester hours and must include Psy 312.

100 — General Psychology

3 hrs. cr.

An introductory course, stressing the importance of the psychological mechanisms underlying all mental processes, such as sensation, perception, emotion, thinking, and learning.

120 — Freshman Orientation

1 hr. cr.

This course is designed to help the student become adjusted to the college environment. Beginning with personal adjustment and rules and regulations, the course broadens its scope to vocational orientation. It culminates with the advising and enrolling of the student in classes for the next semester.

200 — Child Psychology and Development

3 hrs. cr.

Behavior and growth patterns of children are studied. Psychological facts and principles which are necessary for the understanding of the child in his home and school environment. Prerequisite: Psy 100.

210 — Adolescent Psychology

3 hrs. cr.

A study of the development of the attitudes, interests, problems, and adjustments of the adolescent. A foundation for the proper evaluation of adolescent behavior. Prerequisite: Psy 100.

221 — Psychology of Personal Adjustment

3 hrs. cr.

A study of the basic problems of personality adjustment intended to aid the student in promoting better mental health for himself and to better understand the behavior of others.

231 — Psychological Statistics

3 hrs. cr.

The measurement and evaluation of behavior and psychological experimentation by quantitative techniques. Prerequisite: 6 hours of psychology.

302 — The Exceptional Child

2 hrs. cr.

Understanding and guiding the exceptional child through study of child growth and behavior. How to recognize and deal with specific problems of exceptional children.

- 310 — Educational Psychology** **3 hrs. cr.**
Study of the psychological problems involved in education and the practical application of psychological principles of teaching. Special emphasis placed on measurement, the nature of learning, and the environmental influences of behavior. Prerequisite: Psy200 or 210.
- 312 — Experimental Psychology** **5 hrs. cr.**
A laboratory course emphasizing the study of human behavior by scientific methods. Stresses experimental design and research techniques. Prerequisites: Psy 101 and 255.
- 341 — Social Psychology** **3 hrs. cr.**
Study of the social behavior of the individual, interests and tendencies that grow out of the community life in terms of inter-group and inter-personal relationships. Prerequisite: Psy 100.
- 412 — Measurement and Evaluation in Education and Psychology** **3 hrs. cr.**
A study of test construction and appraisal. Practice in evaluating and selecting tests, in administering and scoring, and in the analysis and presentation of test results.
- 432 — Abnormal Psychology** **3 hrs. cr.**
The nature and etiology of the various forms of behavior disorder, mental deficiency, and other deviations. Critical evaluation of current theories. Visits to hospitals. Prerequisite: Seven hours of psychology.
- 441 — Independent Study** **1-3 hrs. cr.**
By arrangement. A research problem of special interest or an intensive program of directed readings is scheduled and completed by each student, under the immediate direction of the instructor. Open only by permission of the department head.
- 451 — Psychology of Learning** **3 hrs. cr.**
Designed to acquaint the student with the major theories of learning. The theories will be analyzed, compared, and evaluated in the light of current research findings in the area of human and animal learning. Laboratory included. Prerequisite: 6 hours of Psychology.
- 452 — History and Systems of Psychology** **3 hrs. cr.**
A study of the various systems of psychology based on historical antecedents and their effects on contemporary scientific psychology. Prerequisite: 12 hours of Psychology.
- 471 — Individual Intelligence Testing** **3 hrs. cr.**
A study of the individual intelligence tests with practice in the administering and interpreting of the scores. Emphasis is placed on the Binet and Wechsler Scales. Prerequisite: 12 hours of Psychology.

SOCIOLOGY

Division of Social Science

Eli, Gubera *adviser*

A major for the Bachelor of Arts degree consists of 30 semester hours. The required courses are: Soc 110, Soc 212, Soc 311, Soc 321, Soc 421, and Soc 432. Supporting area required courses include: Bio 120 or Bio 202, and one course in general statistics or its equivalent. An additional supporting area of 15 hours is also required. The student selects this area in consultation with and by the approval of his adviser.

Sociology may also be used as a minor or supporting area with certain majors. A minor consists of 21 hours and must include Soc 110, Soc 321, and Soc 402.

A social science major for the Bachelor of Science in Education degree, with emphasis in Sociology (Plan B), consists of 50 semester hours. The required courses are: Econ 202, Geo 201, Hist 110, Hist 200, Hist 202, Hist 331, P Sc 120, P Sc 210, Soc 110, and Soc 221. In addition, the student must select 14 more hours in Sociology (6 of which must be upper division), and 3 upper division hours in American History.

110 — Introduction to Sociology **3 hrs. cr.**

An introduction to the systematic study of society. The emphasis is on the major concepts of sociology and the scientific point of view in dealing with social phenomena.

121 — Family **3 hrs. cr.**

Development of family relationships throughout the life cycle. Attention is given to courtship and engagement as well as factors promoting satisfactory family relationships.

152 — Introduction to Anthropology **3 hrs. cr.**

Brief attention is given to physical anthropology; the major concern is with cultural anthropology. Comparisons between "pre-literate" and "literate" cultures.

202 — Social Work **2 hrs. cr.**

The historical development, philosophy, and theory forming the basis for professional practice of social work; personal and educational requirements for career opportunities. Prerequisite: Soc 110.

212 — Social Problems **3 hrs. cr.**

Study of "problem areas" and "social issues" in modern society. Considers personality adjustment, strains, family problems, popula-

tion problems, forms of deviancy, and group conflict. The latter part of the course explores "solutions" and social engineering programs. Prerequisite: Soc 110.

301 — Sociology of Religion **3 hrs. cr.**

Study of religion as a social institution. Comparative religions considered briefly. Major attention is given to the relationship of religion to other social institutions in contemporary society. Prerequisite: 6 hours of sociology.

311 — Social Stratification **3 hrs. cr.**

Analysis of the sociological processes in relation to social situations and interpersonal behavior. Study of factors which account for differences in influence, power, and social prestige. Prerequisite: Soc 110 or permission of the instructor.

321 — Social Institutions **3 hrs. cr.**

An analysis of the basic social institutions of human society; comparing and contrasting the structure and form among the various cultures, emphasizing interdependence and effect upon human behavior. Prerequisite: 6 hours of sociology.

322 — Criminology **3 hrs. cr.**

Examines the agencies and institutions which deal with offenders. Particular attention is given to treatment of the offender, as well as to programs of crime prevention. Prerequisite: Soc 110.

341 — Social Psychology **3 hrs. cr.**

(See Psy 341).

402 — The Community — Rural and Urban **3 hrs. cr.**

Survey of the operation of social processes in groups which share common bonds of territory and cultural interests. Limited attention to the international community. Major attention to the American scene, including the regional, rural, urban, ethnic, and status communities. Prerequisite: 9 hours of sociology.

412 — Juvenile Delinquency **3 hrs. cr.**

Consideration is given to theories of crime causation and methods of punishments as a background for the study of juvenile delinquency. Emphasis is placed upon factors of causation as revealed through personal, family and community situations conditioning delinquent behavior; analysis of concrete cases of juvenile delinquency; and examinations of current methods of dealing with juvenile offenders and programs for the prevention of delinquency. Prerequisite: Soc 110.

421 — Sociological Theory**3 hrs. cr.**

Classical and contemporary social philosophy related to the current theoretical and applied systems of sociology. A study of social thought from pre-Comte to Parsons, utilizing interpretation and evaluation of these philosophies as they relate to the present social conditions. Prerequisite: 9 hours of sociology.

432 — Sociological Investigations**3 hrs. cr.**

Group and individual research in the scientific and methodological applications of sociology through quantitative and qualitative techniques of obtaining social data. Critical evaluation of the designs and methods used in sociological research and fieldwork. Pre-requisite: 12 hours of sociology.



SPEECH AND DRAMA

Division of Humanities and Fine Arts

Brietzke, Hunt, G. Hunt, Bowman

A major for the Bachelor of Arts degree in technical drama and speech consists of 37 semester hours. Required courses are Speech 100, Speech 131 or Speech 202, Speech 212, Drama 121, 122, 221, 222, Drama 331, 332, Drama 351, Drama 362, Drama 441, and Drama 442. English 331, 332 are also required.

A major for the Bachelor of Arts degree in performance in speech and drama consists of 40 semester hours. Required courses are Speech 100 or Speech 202, Speech 131, Speech 212, Drama 121, 122, 221, 222, Drama 331, 332, Drama 341, Drama 351, Drama 372, Drama 422, and Drama 432. English 331, 332 are also required.

A major in speech and drama in the Bachelor of Science in Education curriculum, one of two teaching fields, includes 31 semester hours of speech and drama, plus English 200 or English 301. Required courses in speech and drama are Speech 100 or Speech 202, Speech 131, Speech 212, Drama 121, 122, 221, 222, Drama 331, 332, Drama 351, Drama 372, and two of the following: Speech 411, Drama 341, or Drama 441.

A student wishing to be certified to teach speech and drama as one teaching field must complete 6 additional hours in speech and drama.

Drama

111 — Introduction to the Theatre

3 hrs. cr.

Survey of contributions to dramatic production of all ages by playwrights, directors, designers. Appreciation of dramatic form and style. A humanities course for the non-drama major.

121, 122, 221, 222 — Theatre Laboratory

(per sem.) 1 hr. cr.

A laboratory and, whenever possible, lecture course devoted to the mounting of major productions.

201 — Summer Theatre Production

6 hrs. cr.

Includes active participation in the summer theatre presentations. Special instruction in voice and diction, movement, acting, and basic stagecraft.

NOTE: Drama 201 A summer theatre program running concurrently with the summer session is to be inaugurated in the summer of 1969. The first session will consist of at least two productions. A student enrolling in Drama 201 becomes a member of the resident company composed of area people, faculty, and students.

331,332 — Development of the Drama (per sem.) **3 hrs. cr.**

(331) History and study of the development of theatre and theatre arts; forms, style, and structure of drama from the Greeks to the Elizabethan era; (332) Jacobean to contemporary American theatre.

341 — Beginning Acting **3 hrs. cr.**

A basic performance and theory course, analysis and creation of a role; stage movement and pantomime; basic stage techniques. Problems in stage speech and dialects for the stage.

351 — Play Production **3 hrs. cr.**

Techniques and problems of mounting a play. Includes a basic analysis of the construction of the drama, along with basic elements of costume, stagecraft, and make-up.

362 — Stage Costume and Design **3 hrs. cr.**

Survey of available materials, period costume, and practical experience in the rendering of costume designs to actual stage costumes.

372 — Directing for the Stage **3 hrs. cr.**

Study of the skill and role of the director, script analysis, casting, production administration, and director-actor relationships. Each student enrolled will have a directing project or will assist the staff as student director for a major production.

422 — Styles in Acting and Interpretation **3 hrs. cr.**

Lecture and laboratory study of physical manners, posture, movement, rhythm, gestures, and vocal qualities in relation to various periods of theatre presentation. Prerequisite: Dr 341.

432 — Children's Theatre **3 hrs. cr.**

Survey of all forms of literature for children for use in presentation. Laboratory study of various staging techniques in production for children.

441 — Elementary Stage Design **3 hrs. cr.**

Principles and history of scenic design, sketching, rendering, scene painting techniques. Principles of stage lighting approached from practical and aesthetic values. Prerequisite: Dr 351.

442 — Advanced Stage Design **3 hrs. cr.**

Study of design as related to various forms, styles of drama. Application of principles taught in Drama 441. Special problems in design, lighting. Prerequisite: Dr 441.

Speech

100 — Speech Techniques 3 hrs. cr.

A practical course designed to improve or to develop self-expression. Emphasis is placed on development of principles of effective oral communications. Prerequisite: Eng 101, or 50 percent or higher on English placement test.

131 — Voice and Articulation 3 hrs. cr.

Techniques for improving the speaking voice. Attention to phonetics, articulation, pronunciation, and general expression.

202 — Public Speaking 3 hrs. cr.

Practice in preparation and delivery of impromptu and extemporaneous speeches. Prerequisite: Eng 101 or 111 and completion of 1 unit of high school speech or Sp 100.

212 — Oral Interpretation 3 hrs. cr.

Study and application of principles and techniques of oral reading. Includes analysis of different types of literature with emphasis upon platform presentation of prose and poetry.

401 — Teaching of Speech & Drama 2 hrs. cr.

(See Educ 330)

411 — Discussion 3 hrs. cr.

Study and application of procedures used in solving problems, determining policies, and resolving differences in committees or other small groups. Prerequisite: Sp 100 or Sp 202.

PRE-PROFESSIONAL CURRICULA

Leading to the Associate of Arts Degree:

The Junior College transfer curricula are designed for students who desire later to work for a baccalaureate degree at Missouri Southern College or to transfer to other baccalaureate degree granting institutions. It should be clearly understood by the student that all such institutions have their own entrance requirements, and any student interested in such prospective transfer should consult the latest catalogues of those colleges. The curricula set forth in this section under various headings are ordinarily sufficient to satisfy requirements of other colleges and universities.

Students beginning their education in the Junior (or lower) Division of Missouri Southern College with the intentions of continuing their study in the Senior (or upper) Division leading to a baccalaureate degree should study the general education and major requirements for the baccalaureate degree.

The following pre-professional programs lead to the Associate of Arts degree and are normally transferable to other institutions. Each takes two years and 62 semester hours to complete. The curricula requirements are:

1. Pre-Agriculture.
 - a. General education (see page 45).
 - b. Five semester hours each in chemistry, botany or zoology, and economics.
 - c. Three semester hours each in algebra, accounting, psychology (general), and sociology.
 - d. Ten hours of electives, selected according to transfer needs.
 - e. All courses must be approved by the adviser.
2. Pre-Dental
 - a. General education (see page 45).
 - b. Eight hours of chemistry, five of zoology, five of anatomy and physiology, and eight of physics.
 - c. Six hours of electives, selected according to transfer needs.
3. Pre-Engineering.

The student entering pre-engineering must present four high school units in mathematics and one unit in a laboratory science.

- a. General education (see page 45).
- b. Mathematics 150, 120 and 260 (15 hrs.)
- c. Chemistry 110 and 150 (8 hrs.)
- d. Drafting 110 and 120* (6 hrs.)
- e. Physics 211 and 212 (10 hrs.)
- f. Electives (4 hrs.)

*Drafting 120, Descriptive Geometry, is not required for chemical engineers.

4. Pre-Journalism.

The student planning to enter a journalism school must complete 60 credit hours in Arts and Science, including the following specific requirements:

- a. General education (see page 45).
- b. One foreign language (13 hrs.)
- c. Economics (3 hrs.)
- d. U. S. Government (3 hrs.)
- e. English Literature (6 hrs.)
- f. Electives should be chosen from sociology, psychology, philosophy, mathematics, accounting, English, and journalism. (8 hrs.)

5. Pre-Medical.

- a. General education (see page 45).
- b. One foreign language. (10 hrs.)
- c. Chemistry, qualitative analysis (11 hrs.)
- d. Zoology, anatomy and physiology (10 hrs.)
- e. Physics (8 hrs.)

6. Pre-Optometry.

- a. General education (see page 45).
- b. English literature (3 hrs.)
- c. Algebra and trigonometry (5 hrs.)
- d. Zoology (5 hrs.)
- e. Chemistry (8 hrs.)
- f. Physics (8 hrs.)
- g. General psychology (3 hrs.)
- h. Electives, according to transfer needs (5 hrs.)

7. Pre-Pharmacy.

- a. General education (see page 45).
- b. Algebra and trigonometry (5 hrs.)
- c. Zoology and botany (10 hrs.)
- d. General chemistry (8 hrs.)
- e. Physics (8 hrs.)
- f. Accounting (3 hrs.)
- g. Qualitative and quantitative analysis (8 hrs.)

Leading to a Baccalaureate Degree:

1. Pre-Law.

Pre-law students normally work for the Bachelor of Arts degree with a major in English, history, or political science. Consult catalog of law school to which you hope to transfer for directives from that institution.

2. Pre-Medical Technology. ~ *altindorf*

The curriculum leading to the Bachelor of Science in Medical Technology degree emphasizes biology and chemistry. The first three years (6 semesters), 94 semester hours, must be completed at Missouri Southern College (transfer credit will be considered, but the last 30 of the 94 required hours must be earned at MSC); the fourth year must be satisfactorily completed at a school of medical technology approved by the Council on Medical Education and Hospitals of the American Medical Association.

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Course requirements include the general education courses for the Bachelor of Science degree plus the following: Bio 120, Bio 211 or 231, Bio 221, and one elective in biology (Bio 452 is strongly recommended); Chem 110, Chem 150, Chem 201, and one course selected from Chem 162, Chem 301, Chem 421 or Chem 422. In addition, a minimum of three semester hours in mathematics is required and a course in physics is strongly recommended.

After satisfactory completion of the program of study at St. John's Hospital School of Medical Technology (or other approved school) and passing the National Registry Examination conducted by the Board of Registry of Medical Technologists, the student qualifies for the degree of Bachelor of Science in Medical Technology from Missouri Southern College.

SEMI-PROFESSIONAL AND TECHNICAL CURRICULA

Leading to the Associate of Science Degree

The courses of study leading to the Associate of Science Degree in Computer Science, Automotive Technology, Nursing, and Drafting and Design are described in the "Curriculum" section of this catalog under their respective department headings. (See pages 59, 67, 69, 111.)

Additional two-year programs leading to the Associate of Science degree are available in Accounting, General Business, and Secretarial Science.

1. Accounting.

The curriculum prepares students to enter public accounting firms, industry, banking and government service as accounting assistants or accounting clerks.

The degree requires completion of:

- a. General education courses. (See page 47)
- b. Acct 101, 102, Acct 211, Acct 212, Acct 401, Econ 201, 202, GB 101, GB 121, GB 301, MM 350, and OA 102 or OA 200.
- c. Five hours of electives which should be selected from business law, auditing, statistics, or mathematics.

2. General Business.

In this program the student prepares for supervisory and managerial positions, or for operating a private business. It provides the fundamental knowledge of marketing and management required for effective business operations. Practical techniques, skills of communication, and good human relations are developed.

The degree requires completion of:

- a. General education courses. (See page 47)
- b. Acct 101, 102, Econ 201, 202, GB 101, GB 301, 302, MM 300, MM 350.
- c. Fourteen credit hours of electives selected from the business areas of personnel management, advertising, retailing, salesmanship, and business communications. Selections from psychology are also valid.

3. Secretarial Science.

The secretarial science program helps prepare the student for the professional secretary position. The degree requires completion of:

- a. General education courses. (See page 47)
- b. Acct 101, GB 101, GB 301, OA 200, OA 220, and OA 230.
- c. Electives may include prerequisite courses to OA 200 and OA 220 if needed. Others should be selected from business organization and management, accounting, economics, geography, business communications, general psychology, and office machines.

Leading to a Certificate of Achievement:

Secretarial-Typist.

A one-year secretarial certificate program that provides students with training essential to obtaining employment as a secretarial-typist. Successful completion of the required curriculum qualifies the student to a Certificate of Achievement.

The certificate requires the completion of: Acct 101, Eng 101, GB 101, GB 110, GB 122, GB 220, OA 200, OA 210, OA 220, and Speech 100.



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